# MANHASSET PUBLIC SCHOOLS

*Excellence Through Effort*

## MEMORANDUM

To: MESPA Members

FROM: Dina Maggiacomo, Assistant Superintendent for Huma Resources

DATE: September 3, 2024

SUBJECT: "Paperless" Attendance Procedures

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Listed below are the procedures to be followed to record your attendance for a workday.

- **Swipe in at an attendance kiosk at the start of the workday.** If you forgot, please swipe in as soon as you remember. If you are absent, please be sure Frontline Absence Management has been updated by your building or the Human Resource Office.

- **Report an absence through Frontline Absence Management.** Please record your absences as soon as possible so that a substitute can be secured for the day.

- Absences due to personal illness should be entered directly into Frontline Absence Management as soon as possible.

- Absences of 4 days or longer must be accompanied by a physician's statement which should be e-mailed to dina_maggiacomo@manhassetschools.org.

**Absence Request Forms will no longer be accepted. Please utilize the Frontline Absence Management to submit your attendance requests.*

The Collective Bargaining Agreement (CBA) specifies absences permitted and indicates if the absence type requires prior approval or prior notice. Please read through the CBA for complete descriptions. The chart below is merely a summary to help provide guidance on the most frequent requests for absences.

NOTE: Requests for absences without pay require prior approval. To request absences without pay, please email Dina Maggiacomo at dina_maggiacomo@manhassetschools.org so that your request can be fully considered.

**The following absences require prior approval.**
Please indicate the number of days you are requesting and provide as much information as possible, to your comfort level, so that your request may be fully considered.

| Absences | Approval Process |
|---|---|
| Vacation | For days requested by full time members between close of school in June and ending 10 consecutives days prior to Superintendent Conference Days or August 15, whichever comes later, requests shall be made to supervisor before June 1 in Frontline Absence Management.<br><br>For days requested by full time members during scheduled vacation periods when schools are closed during the regular school year, prior approval is required from the supervisor via Frontline Absence Management. |
| Pregnancy | Notice of necessary pregnancy leave should be given as soon as possible to your immediate supervisor. Please schedule a meeting with Dina Maggiacomo to review your leave request.<br><br>Human Resources will enter approval absences in Frontline Absence Management. |
| Personal Leave Days | Enter into Frontline Absence Management two days prior to the requested date.<br><br>Advanced notice may be waived in unforeseen circumstances, in this case please email Dina Maggiacomo. |
| Child Care Leave | Email Dina Maggiacomo.<br>at least one month prior to the request start of the leave.<br><br>Human Resources will enter approval absences in Frontline Absence Management. |
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| Bereavement Leave: Death in the Immediate Family | Email Dina Maggiacomo; include your relationship to the deceased and the number of days you are requesting. |
| Critical Family Illness | Submit a written request along with a physician's statement to Dina Maggiacomo.<br>.<br><br>Human Resources will enter approval absences in Frontline Absence Management. |

The following absences require advanced notice:

| **Absence** | **Process** |
|---|---|
| Jury Duty | Enter into Frontline Absence Management Email your jury duty service letter once you have served to Jennifer_pupa@manhassetschools.org |