San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools
460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

TO: All SBCOE Staff

FROM: Antonio Vela, Director of Human Resources

DATE: August 4, 2025

SUBJECT: Updated Absence Reporting Procedures

Sick Leave (Illness/Worker's Comp/Personal Necessity):

1. As soon as you know you are going to be absent, report the absence using the Aesop Reporting System.
2. If you are reporting an absence after 6:30am, report the absence in the Aesop Reporting System *and* text/call your supervisor.

Absences Requiring Approval (Personal Necessity, Floating Holidays, School Business, etc.):

1. Speak with your supervisor, a minimum of 3 days in advance, regarding the dates you are requesting to be out.
2. Once you receive verbal approval from your supervisor, enter the absence using the Aesop/Frontline Reporting System a *minimum of 3 days prior* to the requested absence. If absence cannot be approved 3 days in advance, report the absence in the Aesop/Frontline Reporting System *and* notify your supervisor as soon as you know you will be absent.
3. Please note, as stated in Article XI of the SBCOE CSEA CBA - classified probationary employees are eligible to use vacation commencing the 1st day of the pay period following *completion of 6 months* of paid service in regular assignments.

Absences Requiring Approval (Vacation – Classified staff):

1. Speak with your supervisor, a minimum of 5 days in advance, regarding the dates you are requesting to be out.
2. Once you receive verbal approval from your supervisor, enter the absence using the Aesop/Frontline Reporting System a *minimum of 3 days prior* to the requested absence. If absence cannot be approved 3 days in advance, report the absence in the Aesop/Frontline Reporting System *and* notify your supervisor as soon as you know you will be absent.
3. Please note, as stated in Article XI of the SBCOE CSEA CBA - classified probationary employees are eligible to use vacation commencing the 1st day of the pay period following *completion of 6 months* of paid service in regular assignments.

***Bereavement Leave*:**
Employees shall be entitled to a maximum of five (5) days leave of absence for Bereavement for an immediate family member. A member of the "immediate family" is defined as the spouse of the employee, the son, daughter, mother, mother-in-law, father, father-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchild, son-in-law, daughter-in-law, brother or sister, brother or sister of the employee's spouse, foster parent or foster child, or any relative living in the immediate household of the employee.

1. Although approval is not required, notify your supervisor as soon as possible.
2. Enter the absence using the Aesop/Frontline Reporting System.

One-Hour Doctor's Appointments (8-Hour Classified/Confidential Employees only)
1. As soon as you know you are going to be absent for a doctors appointment, notify your supervisor that you will be using your 1-hour of leave for doctor appointments for the month. *Report the 1-hour doctor's appointments in Aesop/Frontline as sick leave.*
2. Complete and sign the Classified 1-Hour Doctor Appointment Verification Form verifying the one-hour absence, upon return to work. *Doctor's note must be attached to the form.*
3. Submit the form to your supervisor the day you return.
4. Sick-leave absences for the 1-hour doctor's appointment will be removed by HR upon receiving the Classified 1-Hour Doctor Appointment Verification Form with doctor's note.

Absence Verifications (ALL EMPLOYEES)
1. Employees will receive a Monthly Absence Verification form from HR after the end of each month.
2. Employees will confirm and/or edit absences listed in the report if needed. Employees will then sign and submit the report with any corrections to their supervisor by the 5th of the month.
3. The supervisor will review the Monthly Absence Verification form, sign and then submit the form to HR by the 10th of the month.

Cc: Krystal Lomanto, San Benito County Superintendent of Schools

06/16/2025