



ATTENDANCE INFORMATION PACKET

Attendance Policy

- Absences are required to be entered in your Frontline Absence Management Account (*pages 12-14 of packet*)
- You can log into your account or call 877-983-2244.
- **The absence mornings cut off times are:**
 - Middle School and High School Staff 5:10 am
 - Elementary School Staff 6:00 am
 - All other staff 1 hr 30min prior to start time
- **For Paraprofessionals-You** must also reach out to the Para Sub Caller, Liz Ballesteros to inform her of your absence. She can be reached via email at lballesteros@lakewoodpiners.org or at 732-785-3300
- **For School Nurses-You** must also reach out to Omaida Segui to inform her of your absence. She can be reached via email at osegui@lakewoodpiners.org.

Paid Time Off

- **Personal Days** must be requested 48 hours in advance, unless there's an emergency. Personal days taken in relation to a school holiday are subject to approval.
- **Sick Days** can be utilized for the included reasons in your packet, documentation may be requested by HR. Sick days taken in relation to a school holiday will require proper documentation (*pages 3-6 of packet*).
- Per the LEA contract, employees who have exhausted their personal time but require additional personal days may utilize 3 additional days at a partial dockage, referred to as PEAD days.
 - Support Staff- Deduction is \$81.00 per day
 - Certified Staff- Deduction is \$135.00 per day
- Unused Personal days are rolled over as sick days and all sick day balances are rolled over each year

Chronic Absenteeism

- Staff will receive letters monthly if they have been absent over 10% of the days worked from September 1st to date. If at the end of the year they have been absent over 10% (or 18 days), the final letter will be placed in their personnel file.
- What days are not included towards chronic absenteeism: Professional days, Bereavement days, Jury Duty days, Workers Comp days, or any days on an approved Leave of Absence.
- What days do count: Personal, Sick, PEAD and Dock days



ATTENDANCE INFORMATION PACKET

Leave of Absence *(additional info on page 10-11 of packet)*

- Types of Leaves:
 - Paid Leave (using your accrued PTO) - Protected
 - Unpaid Leave:
 - FMLA (Family & Medical Leave Act) - Protected
 - NJFLA (New Jersey Family Leave Act) - Protected
 - Contractual - Unprotected leave
- Leave Reasons
 - Medical
 - Maternity/Paternity
 - Bonding
- State Benefits
 - **Family Leave Insurance (FLI / FU)** – Apply directly with the state while on an approved FMLA or NJFLA leave for bonding with a newborn, adoption, or caregiving for a family member
 - Temporary Disability – Employer does **not** contribute

Frontline Central Account

- Your staff profile will include a tab for personnel documents where your signed employment contract will be stored.
- My Forms includes forms you can update such as Emergency Contact or Change of Address. *(These forms can also be found on the district website in the Human Resources Tab)*
- You can toggle between Frontline Central and Absence Management by clicking the arrow at the top left.



ATTENDANCE INFORMATION PACKET

Sick Leave Notice

Please reference the sick leave reasons and the supporting documentation below.

Reasons Available to Utilize Sick Leave	Foreseeable/ Unforeseeable	Reasonable Documentation/Information Needed
Diagnosis, care, or treatment of, or recovery from the employee's mental or physical illness, injury or other adverse health condition;	Unforeseeable	An employee may still be required to provide a doctor's note if they take sick leave for their own illness/injury.
Preventive medical care for the employee;	Foreseeable	A doctor's note which is signed by a healthcare professional who is treating the employee and indicates the need for the employee's leave and, if possible, number of days of leave.
Assisting or caring for a family member (defined as "a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship") during the diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;	Both Foreseeable and Unforeseeable	May be required to provide a signed doctor's note indicating the need for the leave and, if possible, the number of days of leave.



ATTENDANCE INFORMATION PACKET

Reasons Available to Utilize Sick Leave	Foreseeable/ Unforeseeable	Reasonable Documentation/Information Needed
<p>Absence necessary due to the employee or their family member being a victim of domestic or sexual violence, if the absence is needed for the employee or the family member to receive (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; (b) services from a designated domestic violence agency or other victim services organization; (c) psychological or other counseling; (d) relocation; or (e) legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;</p>	Unforeseeable	<p>Any of the following shall be considered reasonable documentation of the domestic or sexual violence:</p> <p>(1) medical documentation; (2) a law enforcement agency record or report; (3) a court order; (4) documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; (5) certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or (6) other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.</p>
<p>The death of a family member (for up to seven days);</p>	Unforeseeable	<p>Noted relationship to the deceased</p>
<p>To attend their child's (defined as "a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee") school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education;</p>	Foreseeable	<p>Employee must give advance notice (not to exceed seven calendar days prior to the date the leave is to begin) of their intention to use the leave and its expected duration -- and the employee is required to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school.</p>



ATTENDANCE INFORMATION PACKET

Reasons Available to Utilize Sick Leave	Foreseeable/ Unforeseeable	Reasonable Documentation/Information Needed
To attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;	Foreseeable	Employee must give advance notice (not to exceed seven calendar days prior to the date the leave is to begin) of their intention to use the leave and its expected duration -- and the employee is required to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school.
If their child's school or childcare place has been closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; and	Unforeseeable	Reasonable documentation in the form of a copy of the order of the public official or the determination by the health authority to close the school/childcare.
If the employee has been exposed to a contagious disease or is quarantined because the contagious disease is in their immediate household.	Unforeseeable	Documentation in the form of a health care professional advising quarantine or any other reasonable documentation.

It is important that appropriate notice is given when using sick leave for foreseeable or extended absences.

In the event that sick leave is foreseeable, advance notice of seven (7) days is required. Such notice will include the employee's intention to use sick leave and the expected duration of absence. All employees are expected to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school, and foreseeable sick leave may be denied if taken on certain dates. Examples of foreseeable uses of sick leave include upcoming medical appointments, assisting in the care of a family member, and absence to attend a mandatory school conference with your child.



ATTENDANCE INFORMATION PACKET

If the reason for leave is not foreseeable, employees are encouraged to provide notice of the leave as soon as practicable so that the Administration has an opportunity to find coverage for your position, or take other required action. Please note that the Administration may request documentation about the reason for the leave when used for unforeseeable reasons, if three or more consecutive days of sick leave are necessary, or when taken in relation to a school holiday.

It is important to also note the following:

- If the need to use sick leave is foreseeable, the school may require the employee to give advance notice (not to exceed seven calendar days prior to the date the leave is to begin) of their intention to use the leave and its expected duration -- and the employee is required to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school.
- Even if the reason for leave is not foreseeable, the school can still require the employee to give notice of the intention “as soon as practicable,” but only if the school has previously notified the employee of its notice requirement. The school may also require “reasonable documentation” if the employee takes sick leave that is not foreseeable during certain dates.
- The school is also allowed to prohibit employees from using foreseeable sick leave on certain dates



ATTENDANCE INFORMATION PACKET

LOA info chart

Leave Type	Leave Schedule	Back up document	Day type	usage	Return to work
Maternity	Continuous ONLY	Doctors note required	FMLA and/or 18a	Pre delivery 4 weeks before	Doctors note required for return, and return to work form
				Post-delivery 6-8 weeks (vaginal vs. C-section delivery)	
Caregiver	Continuous or intermittent	Doctors note required	NJFLA/FMLA and/or 18a	12 weeks + PTO	return to work form
Medical	continuous or intermittent	Doctors note required	FMLA and/or 18a	12 weeks + PTO	Doctors note required for return, and return to work form
Bonding	continuous or intermittent	Birth Certificate or Adoption agreement required	NJFLA/FMLA and/or 18a	12 weeks + PTO	return to work form
Personal	continuous or intermittent	Anything showing the need for a personal leave	18a and/or ¹ Contractual		return to work form
Military leave - Family	continuous or intermittent	Service Branch and relocation orders	FMLA and/or 18a	12 weeks + PTO	return to work form
Military leave	continuous or intermittent	Service Branch and relocation orders or training schedule	USERRA and 18a	Active duty NJNG/NJNMJC 90 days	return to work form
				All other armed forces dependent on orders	
Paternity	continuous or intermittent	Doctors note, Birth Certificate or Adoption agreement required	NJFLA/FMLA and/or 18a	12 weeks + PTO	return to work form

¹ Contractual leave is unpaid and not job protected, you will be dropped from the health benefits



ATTENDANCE INFORMATION PACKET

Unpaid Leave info sheet

	FMLA	NJFLA
Eligibility	Must be employed by the board for at least 12 months and worked at least 1,250 hours (38.5 weeks) during the 12 months prior to the date your leave begins	Must be employed by the board for at least 12 month prior and worked at least 1,000 (31 weeks) base hours during immediate preceding 12 month period
Amount of Time Given	Affords you 12 work weeks in a 12 month period. The 12 month period is measured forward from the first date that any leave is taken.	Affords you 12 weeks in a 24 month period. The 24 month period is measured forward from the first date that any leave is taken.
How it calculated	The state calculates any partial week as a full week of used leave however, any week we are completely closed; it is not counted towards your leave time. For example, we are closed for Winter break 12/23 through 1/1. The week of 12/30 is counted as a full week used whereas the week of 12/23 is not counted towards your leave.	
Eligibility reasons	1) Birth of your child 2) The placement of a child with you for adoption 3) You need to care for a spouse or dependent child with a serious health condition 4) A serious health condition that prevents you from performing the essential functions of your job	1) Birth of your child 2) The placement of a child with you for adoption 3) You need to care for a spouse or dependent child with a serious health condition
Documentation	1) Completed Leave Request Form 2) Written Letter Requesting Leave 3) Medical documentation that supports your reason for eligibility (you are under their care and unable to work). This must also include the beginning and tentative return date of your leave.	
Paid Time off	You may choose to use your paid time off (i.e sick, personal time etc.) towards your leave. This can be in addition to the amount of time allocated for FMLA or NJFLA or (pending you have the amount of days requested) you can choose to solely use your paid time off. You do not have to use any of your paid time off. If you wish to however, you will indicate the days on your leave request form and in your written letter.	
Payout	<p>When on either of these leaves, you are on an unpaid leave since you are not receiving a paycheck from Lakewood and are responsible for your healthcare contributions. Payment arrangements can be made with Darlene Deinhardt at ddeinhardt@lakewoodpiners.org after your leave has been submitted and processed.</p> <p>To file with the state, the employee is solely responsible to file through FLI (Family Leave Insurance). This can be done on the state website at https://myleavebenefits.nj.gov/worker/fli/</p> <p>FLI afford 12 weeks of payout (pending eligibility) at 85% of your weekly wage or a maximum of \$1,055 weekly. Please note, if you use 12 weeks of FMLA and 12 weeks of NJFLA for a total of 24 months, you will only be reimbursed by the state for a maximum of 12 weeks.</p> <p>We do not pay into short term disability so we are not eligible to apply through the state for FMLA reason #4.</p>	



Attendance Information Packet

Creating a Basic Absence

This article explains how to create an absence in the Absence Management system. *Some options may or may not be available, depending on the settings determined by your district.

Click a hyperlink below to jump to that topic:

- [Navigation](#)
- [Date Selection](#)
- [Absence Details](#)
- [Operational Details](#)
- [Saving the Absence](#)

Navigation

You can create an absence via the "Create Absence" tab on the homepage or via the "Absences" option in your side navigation.

The screenshot displays the 'Absence Management' interface for Victoria County School District. At the top, there's a navigation bar with the user's name 'Amy Pond' and a notification icon. Below this, three calendar views for September, October, and November 2025 are shown. A legend indicates that blue squares represent 'Absences', orange squares represent 'Closed Day', and yellow squares represent 'In-service day'. The main section is titled 'Create Absence' and includes tabs for 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' form is active, showing a date selection calendar for September 2025. The form fields include: 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), 'Time' (set to 'Full Day' with a time range of 11:00 AM to 06:00 PM), 'Notes to Administrator' (255 character limit), and 'Notes to Substitute' (255 character limit). A 'Helpful Hint' box states: 'You can select multiple days individually or click-and-drag to select a range of dates.' On the right, there's a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.



Attendance Information Packet

Date Selection

When selecting your absence timeframe:

- Click on each desired date within the calendar or click and drag to select multiple dates.
- The system will highlight your selection(s) in blue.
- Absences can be created up to one year in advance when created on the web.
- The days do not have to be consecutive.

September 25 - September 26

September 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required
☒ **Yes**

Absence Reason

Select One

Time
Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Absence Details

The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

September 25 - September 26

September 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required
☒ **Yes**

Absence Reason

Select One

Time
Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left



Attendance Information Packet

Absence Details	
Substitute Required	This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. Click the slider to move from Yes to No .
Absence Reason	Choose your absence reason from the dropdown list. These options are pre-determined for you by your System Administrator.
Time	Choose what type of absence this is (e.g., Full Day, Half Day, Custom). If you do need to enter custom times, choose Custom from the dropdown and enter the custom times in the boxes provided.

The screenshot shows a web-based form for entering an absence. At the top right, there is a link 'Need more options?' and a button 'Advanced Mode'. The form is divided into several sections: 'Substitute Required' with a green 'Yes' button; 'Absence Reason' with a dropdown menu showing 'Personal Day'; 'Time' with a dropdown menu showing 'Full Day' (selected) and options for 'Half Day AM', 'Half Day PM', and 'Custom'; and 'Notes to Administrator' with two text input boxes, each with a '255 character(s) left' indicator. To the right of the form is a 'FILE ATTACHMENTS' section with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and a 'No file chosen' status. Below this is a 'Shared Attachments' section.

Operational Details

The system also provides a few optional entries (e.g. Notes to Administrator, Notes to Substitute, etc.) to further support those who will review and fulfill your absence.



The notes you leave for the Administrator will *not* be visible to the substitute, but the notes you leave for the substitute *will* be visible to the Administrator.



Attendance Information Packet

Need more options? Advanced Mode

Substitute Required

☒

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

File Attachments

Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.)

Need more options? Advanced Mode

Substitute Required

☒

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome or Safari), you may also be able to drag the file directly into the drop area.

Once a file is added, it will appear in the File Attachments section. Select the  **Edit** icon to describe the attachment or click the  **Delete** icon to delete it, if needed.



Attendance Information Packet

Need more options? Advanced Mode

Substitute Required

☒

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Saving the Absence

Once you have filled in all required fields, click the **Create Absence** button at the bottom right corner.

Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

September 25 - September 26

September 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required

☒

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Lesson Plan.docx

No Description...

Shared Attachments

Cancel

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.



Attendance Information Packet

Create Absence

2 Scheduled Absences

0 Past Absences

0 Denied Absences

Date	Reason	Location	Duration	Time	
CONFIRMATION # 723509685					Assign Sub <input type="button" value="Delete"/> View Details
25 Sep 2025	P			11:00 AM - 6:00 PM	
CONFIRMATION # 723509686					<input type="button" value="Delete"/> View Details
26 Sep 2025	Personal Day	Victoria County Community Schools	Full Day	11:00 AM - 6:00 PM	

Confirmation

Your Confirmation Number is 723509685

And there you have it! You have successfully entered an absence into the Absence Management system. Now, go celebrate with some coffee and a bagel. You earned it!