

Sent on behalf of Nyesha Williams, Director, Employee Relations

Please share with all Administration and Secretaries

AWOL Process

When employees are absent for more than three days without reporting their absences into the absence management system (Frontline) and/or contacting the administrator/supervisor or school/department to provide reasons for their absence, please follow these steps to report an employee in an AWOL status, (Absent Without Leave):

1. Make a reasonable effort to reach out to the employee, email and/or call the employee, call emergency contacts and all numbers the employee has on file.
2. Contact the **Affirmative Action Office** at 909-381-1122, to verify the employee is not currently on an approved leave.
3. If the employee is not on leave and is not reporting to work please code AWOL in SAP from the day the employee was first absent. Enter the code in SAP on a **daily basis for any employee on an AWOL status.**
4. After the third day of AWOL status coded in SAP, reach out to the Employee Relations Department at 909-381-1123 to get more information and to follow the process.

If you have any questions please contact the Employee Relations Department at 909-381-1123 or email at employeeerelations-all@sbcusd.k12.ca.us