TEHAMA COUNTY DEPARTMENT OF EDUCATION

Larry P. Champion, Tehama County Superintendent of Schools
1135 Lincoln Street • Red Bluff, CA 96080 • (530) 527-5811 • FAX (530) 529-4120
www.tehamaschools.org

December 10, 2013

To: TCDE Employees

From: Wes Grossman, Assistant Superintendent

Subject: Procedures for Reporting Absences and Leave Use

The Tehama County Department of Education is implementing an automated service called Aesop that will greatly simplify and streamline the process of recording and managing absences and finding substitutes. This service will replace our paper absence form process with an internet and/or phone-in process for reporting and managing absences.

With this change in process, I am providing you information about the policies and procedures that support our business office and human resources operations. The following are important procedures that will assist us in providing efficient and accurate service to employees.

1. If you need to be absent from work for any reason, you must notify your supervisor and record the absence in Aesop. Employees must report unexpected absences that don't require pre-approval to the Aesop system at least one hour before the start of their workday for each day they are going to be absent from work. SERRF employees must report within 3 hours of their start time. All employees must report their absence whether or not they require a substitute. You may not project your need to be off of work beyond the initial day you call in an absence unless you have a doctor's note authorizing the need for an extended absence.

   For absences that require pre-approval, follow the process established by your supervisor. Some supervisors may require you to request permission prior to logging in an absence request and some supervisors may allow you to log in an absence request with sufficient information in the notes section that they can approve it electronically. You will receive an e-mail

from the system notifying you of the approval or denial of your absence request.

2. You may report your absence using the Aesop system on line via the internet at **www.FrontlineK12.com/Aesop** or call the toll free number at **1-800-942-3767.** You will use your home phone number with area code as your ID number and pin to access the system and report an absence. Your pin is provided in this packet of information.

3. If you need to leave work during the workday for illness or an emergency, you must notify your supervisor before leaving your site and record the absence in Aesop. If recording the absence in Aesop is not feasible, you must let your supervisor know so that the absence can be correctly reported on the same day it occurred.

4. You are responsible for reviewing your absences prior to the last day of the month to ensure that the information is correct in the system. Leaves will be deducted based on the information in the AESOP system.

   Absences can't be modified by the employee after they occur. If you need to make a change to your absence and it is after the absence has occurred, you must complete the change form, obtain your supervisor's approval, and forward it to one of the following as appropriate and they will modify the absence:

   SERRF-Kathy Morcom
   Special Education-Valerie Shaw
   All Others-Chinny Clawson

   All requests for changes must be submitted by the last day of the month.

   If you need to submit doctor's notes, jury summons and other documents, you may scan them and attach them in Aesop. If you are unable to scan them, complete a change form and attach the documents. Submit the change form with attached documents immediately upon receipt of the documents.

5. All requests for long-term or unpaid leaves of absence (including family medial leave requests) must be pre-approved by your program manager and the HRS office before you begin the leave. You must complete an FMLA request form or submit a letter detailing your need. Unpaid leave requests are not encouraged and will only be approved in extenuating circumstances.

Note: No leave of absence will be approved after it has begun unless there is a documented emergency situation that prevented you from getting approval for the leave.

6. Enclosed is a copy of the absence codes and an Aesop system reference card for your use in navigating the system and managing your leaves.

Thank you in advance for your assistance which helps us provide you with high quality service. If you have questions about these procedures, please contact your supervisor or the Human Resource Services Office.

Thank you for the valuable work you do for students and districts on behalf of the County Office.