



Tehama County Department of Education

Richard DuVarney
Tehama County
Superintendent of
Schools

1135 Lincoln Street Red Bluff CA 96080 | 530.527.5811 | www.tehamaschools.org

To: TCDE Employees
From: Human Resource Services Department
Subject: Procedures for Reporting Absences and Leave Use

The Tehama County Department of Education utilizes an automated absence reporting service called Aesop. Aesop is not a time tracker or time card system, it is a simple absence reporting system.

Following is information about TCDE's leave/absence policies and procedures as it relates to use of the Aesop system:

1. When you are absent from work for any reason, you are required to notify your supervisor **and** record the absence in Aesop. All employees must report their absence whether or not they require a substitute.
2. **UNEXPECTED ABSENCES - SICK LEAVE:** Employees must report **unexpected absences (sick leave)** to the Aesop system *prior to 8am* of their workday *on each day* they are going to be absent from work. SERRF employees must report within three (3) hours of their start time. For sick leave, you must enter your absences daily, you cannot enter multiple days for one illness unless you have a doctor's note (after three (3) days). Most importantly, you must coordinate this kind of "extended leave" with Human Resources.

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. You can enter an absence in Aesop prior to the time the absence will start. If recording the absence isn't practical, you must let your supervisor know so that absence can be put into Aesop on the same day it occurred.

Sick leave does not require approval from your manager. Aesop does require you to have the appropriate amount of leave requested in your bank. If you do not have the leave, you must fill out the "Dock Section" of the **Monthly Absence Information Change Form**.

3. **PLANNED ABSENCES:** The following absences require pre-approval: **Vacation, Bereavement, Personal Necessity, Personal Necessity Confidential, Jury Duty, and School Business**. You must follow the process established by your supervisor. Regardless of the department procedure, you are still required to enter your absence in the Aesop prior to taking the leave. You will receive an e-mail from the system notifying you of the approval or denial of your absence request.

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Procedures for Reporting Absences and Leave Use Page 2 of 2

4. You can report your absence in three ways: Aesop system online at www.FrontlineK12.com/Aesop, calling the toll free number **1-800-942-3767**, or accessing through the TCDE Connect App. You will use your contact phone number on file in Payroll as your ID number and assigned pin to access the system and report an absence. You will receive your PIN from Payroll once you are set up. If you need help with your PIN, please contact Libby at the front desk and she can assist you.
5. You are responsible for ensuring the accuracy of all your absences. You cannot enter, modify or cancel an absence **after** it occurs. **On the same day:** simply notify your manager and he/she can enter, modify or cancel your absence. **After the day the absence has occurred:** you must complete the **Monthly Absence Information Change Form**, obtain your supervisor's approval, and forward it to one of the following as appropriate:

SERRF – Kathy Morcom
Special Education – Pati Garcia
All Others – Libby Hill

All **Monthly Absence Information Change Forms** must be submitted within **five (5) working days** of the absence occurrence.

If you need to submit any documentation, you may scan and attach into Aesop. If you are unable to scan, please see Human Resource Services for assistance with this.

6. All requests for long-term or unpaid leaves (including maternity and family medical leave requests) must be pre-approved by your program manager and the Human Resource Services 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 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 pre-approval.

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.

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