



Tehama County Department of Education

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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 Frontline. Frontline 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 Frontline system:

1. When you are absent from work for any reason, you are required to notify your supervisor **and** record the absence in Frontline. 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 Frontline 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 Resource Services.

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

Sick leave does not require approval from your manager. Frontline 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 **Absence Without Leave/Payroll Dock Request 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 Frontline 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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- You can report your absence in three ways: Frontline system online at <https://www.frontlineeducation.com/> (sign-in under Absence Management (Formerly 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 Payroll at 528-7353 and they can assist you.
- 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 they can enter, modify or cancel your absence. **After the day the absence has occurred:** you must complete the **Absence Change Request Form**, obtain your supervisor's approval, and forward it to one of the following as appropriate:

SERRF – CaCindra (Casi) Friend
Special Education – Brandy Farmer
All Others – Human Resource Services

All **Absence Change Request & Absence Without Leave/Payroll Doc Request 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 it in Frontline. If you are unable to scan, please see Human Resource Services for assistance with this.

- 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 Human Resource Services.

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

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