



ABSENCE REPORTING GUIDE

CERTIFICATED EMPLOYEES (PEA)

Absence Reporting Protocols:

All employees are expected to report their absences through the District's Absence Management System (Frontline).

An absence is any time an employee does not report to work to perform the assigned duties of their position, regardless of the reason, during scheduled work time.

Absences include, but are not limited to:

- Sick Leave
- Personal Business / Personal Necessity
- Jury Duty/Bereavement
- Approved Leaves of Absence (LOA)
- Any other approved/unapproved time away from work during scheduled work hours

Type of Leave	Days Per Year	How can it be utilized?
Sick Leave	10 Days (10M)	Personal Illness or injury, including doctor's appointments (self)
Personal Necessity	7 Days (deducted from sick days)	Death of Family Member, Accident, Court Appearance, Sick Family Member, Paternity Leave (7 days), Adoption of Child (7 days).
Personal Business	4 Days (deducted from PN days)	No explanation or prior approval needed. No more than 2 days can be taken in a week. More than 2 days in a week can be taken with prior approval from supervisor.
Jury Duty	Varies	Verification of requirement to report/serve must be provided. Summons notice does not qualify as verification.
Bereavement	3 Days (Less than 300 miles) 5 Days (Beyond 300 miles)	Applies to mother, father, parent substitute/legal guardian, registered domestic partner, grandmother/grandfather, grandchild, of the employee or spouse/registered domestic partner of the employee. The spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, mother-in-law, father-in-law, child lost or miscarriage or stillbirth, or any relative living in the immediate household of the employee. <u>Verification may be required within 30 days (certificate of death, obituary, memorial cards, etc.)</u>

Updated 1.9.2026