



WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

How are absences deducted?

- **Sick Leave** is your main category balance. Any time taken as Sick Leave or Sick Leave-Personal Necessity is taken from available Sick Leave balances.
- Please note that only **10 days** of available Sick Leave can be used as **Sick Leave-Personal Necessity** per school year. Out of these 10 days, **4** can be used as **"No Tell"**.
- An **Absence Verification Form** for **Sick Leave-Personal Necessity** absences will be required if the recorded absence is missing required information.
- **"No Tell"** days should be entered as Sick Leave-Personal Necessity and enter "No Tell" in the notes.
- **Once Sick Leave balances are exhausted, all other Sick Leave category balances become unavailable.**
- **Family Care** and **Bereavement** are separate absence buckets and are not taken from Sick Leave.
- If you have any questions about absence category reasons please see [CSEA Contract Article 14](#)

How to check your leave absences balance?

STEP 1

- Log in to your Frontline (Aesop) account – the following screen will populate <https://absenceadminweb.frontlineeducation.com/access>
- You can create an absence and view your scheduled absences and past absences



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Woodland Joint USD

TEST ACCOUNT Absence Management

NAVIGATION

- Home
- Absences
- Feedback
- Account**
- Directory

May 2023 June 2023 July 2023

Legend: Absences Closed Day In-service day

Create Absence 2 Scheduled Absences 1 Past Absences 0 Denied Absences

Please select a date

Substitute Required: No

Absence Reason: Select One

Time: Full Day (08:00 AM to 05:00 PM)

Hold Until: No Hold

Notes to Administrator (not viewable by Substitute)

FILE ATTACHMENTS

DRAG AND DROP FILE(S) HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

STEP 2

- Click on the Account icon as shown above

STEP 3

- The following screen will populate

Personal Info

Phone Credentials

Shared Attachments

Preferred Substitutes

Absence Reason Balances

Personal Info

General Information

Name: Test Account

Phone: 5304063209

Email Address:

Title:

Room Number: Main Office

Language: English

Address

Address1:

Address2:

Address3:

Address4:

State:

City:

Zip Code:

Absence Times



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STEP 4

- Click on the absence reason balances to be able to view your available balances

Personal Info	Absence Reason Balances					Last Calculated: Tuesday, May 9, 2023
Phone Credentials	Absence Reason	Initial	Used	Pending	Balance	
Shared Attachments	Bereavement	40.00 Hours as of Friday, July 1, 2022	0.00 Hours	0.00 Hours	40.00 Hours	
Preferred Substitutes	Family Care	40.00 Hours as of Friday, July 1, 2022	12.00 Hours	0.00 Hours	28.00 Hours	
Absence Reason Balances	Sick Leave	96.00 Hours as of Friday, July 1, 2022	28.00 Hours	16.00 Hours	68.00 Hours 52.00 Hours after Pending	
	Sick Leave > Personal Necessity	56.00 Hours as of Friday, July 1, 2022	8.00 Hours	8.00 Hours	48.00 Hours 40.00 Hours after Pending	