



WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

CERTIFICATED EMPLOYEES

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"**.
- **"No Tell"** days should be entered as Sick Leave-Personal Necessity and enter "No Tell" in the notes.
- Please note, **once Sick Leave balances are exhausted, Sick Leave-Personal Necessity becomes unavailable.**
- **Emergency 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 the **WEA Contract Article 12**

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

VIEWING AS TEST ACCOUNT Absence Management Woodland Joint USD

NAVIGATION

- Home
- Absences
- Feedback
- Account
- Directory

STEP 2

May 2023 June 2023 July 2023

Legend: Absences (blue), Closed Day (orange), In-service day (yellow)

Create Absence 1 Scheduled Absences 2 Past Absences 3 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 FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

STEP 2



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- ✓ Click on the **Account icon** as shown above

STEP 3

- ✓ The following screen will populate

STEP 4

The screenshot shows a web interface with a sidebar on the left containing links: Personal Info, Phone Credentials, Shared Attachments, Preferred Substitutes, and Absence Reason Balances. The 'Absence Reason Balances' link is circled in red. The main content area is titled 'Personal Info' and contains a 'General Information' section with fields for Name (Test Account), Phone (5304063209), Email Address, Title, Room Number (Main Office), and Language (English). Below this is an 'Address' section with fields for Address1, Address2, Address3, Address4, State, City, and Zip Code. At the bottom is an 'Absence Times' section.

STEP 4

- ✓ Click on the **absence reason balances** icon to be able to view your **UP TO DATE ABSENCE 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"**.
- ✓ **"No Tell" days** should be **entered** as Sick Leave-Personal Necessity and enter "No Tell" in the notes.
- ✓ Please note, **once Sick Leave balances are exhausted, Sick Leave-Personal Necessity becomes unavailable.**

Personal Info	Absence Reason Balances					Last Calculated: Tuesday, May 9, 2023
Phone Credentials	Absence Reason	Initial	Used	Pending	Balance	
Shared Attachments	Bereavement	5.00 Days as of Friday, July 1, 2022	0.00 Days	0.00 Days	5.00 Days	
Preferred Substitutes	Emerg Family Care	3.00 Days as of Friday, July 1, 2022	1.00 Days	0.00 Days	2.00 Days	
Absence Reason Balances	Sick Leave	21.00 Days as of Friday, July 1, 2022	1.00 Days	1.00 Days	20.00 Days 19.00 Days after Pending	
	Sick Leave > Personal Necessity	7.00 Days as of Friday, July 1, 2022	0.00 Days	1.00 Days	7.00 Days 6.00 Days after Pending	