

Leave Procedures

WHERE TO ENTER LEAVE

Frontline (AESOP): go to app.frontlineeducation.com or click through the link on the homepage of the website. Quick guides with helpful instructions and links can be accessed on the Treasurer's page of the District website (www.fairfieldlocal.org/Administration/2).

TYPES OF LEAVE AND PROCEDURES

Standard Procedures below; Follow any additional procedures requested by your Supervisor

Sick Leave: Enter your leave into Frontline (AESOP) prior to your absence, if possible. You must enter a note in the "Notes to Administrator" box within the Create Absence. Contact your Principal/Supervisor if the leave is unexpected and occurs within 1 hour of your normal start time.

Personal Leave: Enter your leave into Frontline (AESOP) 1 week prior to your planned leave per the union contract. If the planned leave is to occur during a "blackout day" as specified in section 5.033 of the union contract, provide your reason for the leave in the "Notes to Administrator" box within the Create Absence.

Professional Leave:

- Enter your leave into Frontline (AESOP).
- Indicate the reason for leave (i.e. type of training, etc...) and estimated costs separately for travel, food, lodging, and registration in the "Notes to Administrator" box within the Create Absence.
- Complete a Purchase Requisition with the approved costs (including an event registration form) and send the requisition to the Asst. Treasurer/Accounting.
- If booking a hotel, book the room with your credit card to hold the room. Then request a credit card authorization form from the hotel. Send the credit card authorization form to the Asst. Treasurer/Accounting. The Treasurer's office will complete the payment.

Jury Duty: Enter your leave into Frontline (AESOP) prior to your absence. You will receive regular pay for the absence, but the funds received for jury duty must be submitted to the Treasurer.

Comp Time Leave: Complete the Application for Leave Form.

Unpaid Leave: Contact the Treasurer or Asst. Treasurer/Payroll.