

FAIRFIELD PUBLIC SCHOOLS
SUPERINTENDENT'S OFFICE

PERSONAL/BEREAVEMENT/PROFESSIONAL DEVELOP/JURY DUTY/VACATION/FLOATER

**To enter Absence Management (AESOP)/Frontline Account:
www.frontlinek12.com, enter your username and password**

- All absences are to be reported through Absence Management, whether you require a substitute or not. This includes anytime you will not be working your regular assignment.
- If aware of an absence in advance, it is best to enter it as early as possible to ensure coverage.
- **Personal Days** require principal/supervisor approval.
 - a. **Your personal days are limited to three in a row**, which includes a Monday, if you take Thursday and Friday or a Friday if you take Monday and Tuesday, etc., and on either end of a break.
 - b. Employees do not have the choice to select unpaid personal. If you go beyond your 3 in a row and it is caught after the fact, you will have to pay the district for the day(s) taken past the third.
- **Professional Development (In/Out-of-District) Days** require you to include “notes to administrator” as to the title, cost, hours and description of the workshop and require principal/supervisor approval.
 - a. Follow the directions on the PD request form regarding workshops \$150 and over and \$149 and under. **REMEMBER** to complete the “travel report” under staff forms on the website (this is not for mileage).
 - b. Check for approvals in Absence Management and on the Board of Education Agenda.
- **In-District Meeting Days** require you to include “notes to administrator” listing type of meeting DEAC, SCIP, conference, committee work, etc. and require principal/supervisor approval.
- **Bereavement Days** require you to include notes as to the relationship of the deceased and will require principal/supervisor approval.
 - a. Five days are allowed for the following only: Spouse, Brother/Brother-in-law, Sister/Sister-in-law, Father/Father-in-law, Mother/Mother-in-law, Daughter/Daughter-in-law, Son/Son-in-law and the Grandparents of the employee only, not your spouse’s Grandparents, to be used within a two-week period.
 - b. One day, subject to the approval of the Superintendent, shall be granted in the event of death in the non-immediate family.
- **Sick Days** do not require approval. If you are entering a sick day the day of the absence, it must be entered into Absence Management **before 7:30 a.m.** (cutoff is one hour before your start time).
 - a. In addition, if entered same day, call or email your school secretary to inform her of your absence to ensure that coverage is arranged.
 - b. You may use a sick day for a doctor’s appointment for yourself. Please enter it in Absence Management as early as possible.
 - c. Your principal/supervisor may request a doctor’s note if **more than two** sick days are taken in a month. Sick days are to be used only if **YOU** are sick (not your child, etc.)
- **School Events** must be entered into Absence Management if you will not be working your regular assignment.
 - a. Please include the description in “notes to administrator” such as field trips, concert rehearsal coverage, graduation practice coverage, DRA, PARCC testing, etc., and any others set by the building principal/supervisor and will require approval.
- **Jury Duty** must be entered into Absence Management. Please submit a copy of your assignment letter to the superintendent’s office. If your jury duty is canceled, please cancel your absence.
- **Vacations and Floating Holidays** for 12-month employees must be entered into Absence Management and will require principal/supervisor approval.