



September 15, 2023

To: Administrators
From: Chad Golden, Executive Director of Human Resources
Regarding: **Administrator Absence Reporting**

Administrators are expected to use the district's absence-reporting system, Frontline Absence Management, to report personal absences and new this year, absences for professional development. On an occasional basis, if you forget to enter your absence, submit an [absence-verification form](#) to payroll as soon as possible.

As a reminder:

Absences can be reported until the end of your scheduled workday on the day of the absence - by phone (800-942-3767) or [online](#) (sign in, under staff tab select staff tools, select Frontline Staff Login). View [directions](#) on how to log in from outside of the network.

- As exempt employees, administrators and supervisors must report all sick leave for illness or medical appointments in the absence-reporting system in half-day (four hours) increments. For example, if you are away from work for four hours, you should report your absence as a half-day (four hours) absence. If you are away for an hour or so, no reporting is necessary.
- Again, as an exempt employee, all vacation time four hours or more, including time you take during school breaks and summer or for personal appointments, are to be reported in the absence-reporting system.
- You must also contact your regional superintendent/supervisor to report your absence as soon as you are aware.
- If you need a refresher on how to report your absence, please call Shelly Gross (x4111).
- Annual vacation cash out eligibility requires a minimum of 10 vacation days used and recorded during the school year.
- Absences for Professional Development can now be recorded in Frontline using the drop-down absence reason menu. Administrators select 'PD District Release Administrator' and indicate the name of the conference in 'Notes to Administrator'.
- Reporting absences for non-exempt classified staff (paras, office support, custodians, non-supervisory prof-tech, etc.) are to be recorded on an hourly basis. Certificated non-supervisory (teachers, counselors, etc.) must report absences in half or full-day increments.

Approved for Distribution: _____

Chad Golden