



# Leaves Certificated

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# RIALTO

UNIFIED SCHOOL DISTRICT  
*BRIDGING FUTURES THROUGH INNOVATION*

# Strategic Plan

The mission of the Rialto Unified School District, the bridge that connects students to their aspirations for the future, is to ensure each student achieves personal and career fulfillment within a global society, through a vital system distinguished by:

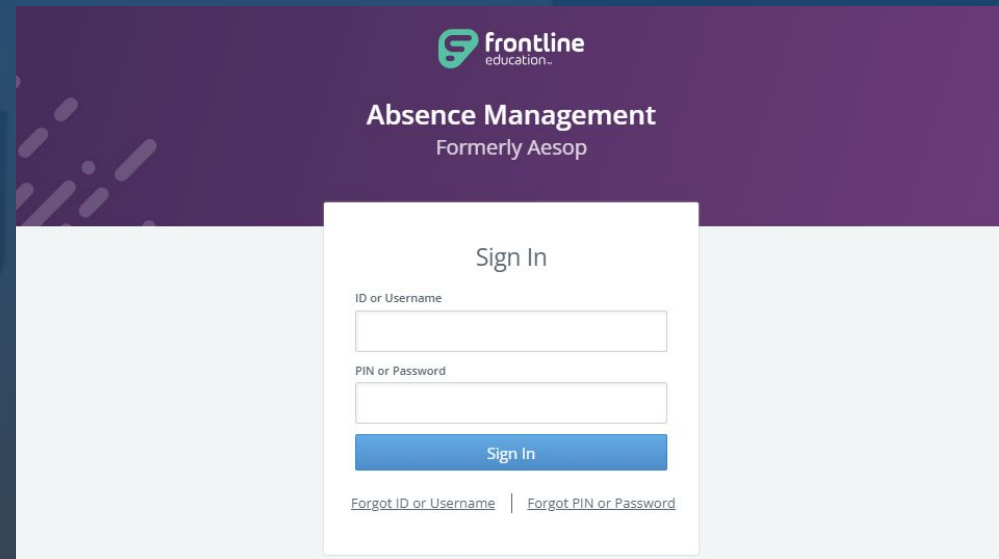
- High expectation for student achievement
- Safe and engaging learning environments
- Effective family and community involvement
- Learning opportunities beyond the traditional school setting
- Appreciation of universal diversity



# Certificated Leaves

## Frontline (formerly AESOP) – Entering an Absence

- Rialto Unified School District utilizes **Frontline** (formerly **Aesop**) **Absence Management** to track absences. When hired on, Personnel creates a profile for the user, and an email asking to “Create an Account” with Frontline is sent to the users personal or Rialto email account.
- If you need help logging into **Frontline** please contact Personnel Services.



The screenshot shows the login interface for Frontline Absence Management. At the top, the logo for 'frontline education' is displayed. Below it, the text reads 'Absence Management Formerly Aesop'. The main content area is a white box titled 'Sign In' containing two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is positioned below the fields. At the bottom of the sign-in box, there are two links: '[Forgot ID or Username](#)' and '[Forgot PIN or Password](#)'.



# Certificated Leaves

## Frontline (formerly AESOP) – Entering an Absence

- **Certificated members are responsible for entering their own absence into the system, prior to their start time.**
- If Frontline prevents the user from entering the absence, due to cutoff times they must contact their site leave attendant to enter the absence.

The screenshot shows the Frontline Absence Management interface for Rialto Unified School District. The user is logged in as Roxanne Dominguez, Employee (Lead Personnel Agent). The interface includes a navigation menu on the left with options: Home, Absences, Account, Directory, and Resource Library. The main area displays three monthly calendars for January, February, and March 2024. Below the calendars is a 'Create Absence' section with tabs for Scheduled Absences, Past Absences, and Denied Absences. The 'Create Absence' form is currently active, showing a calendar for January 2024 with the 3rd selected, and fields for 'Sub Required' (No), 'Absence Reason' (Select One), and 'Location(s) and Time' (Personnel Services, 7:30 AM - 4:30 PM).



# Certificated Leaves

## Leave Types

- Certificated Members have access to the following **Leave Types (Article VI)** in Frontline:
  - **Sick Leave/Medical Appointment:** Allotted one (1) sick day per working month during the regular school year.
    - **Unused sick leave shall be cumulative from year to year**
    - Verification of absence due to illness or injury for any consecutive period of more than five (5) days may require a doctor or physician's statement as proof of any illness or injury  
**(From employee's sick leave bank)**
  - **Family Illness:** Entitled to six (6) days from allotted sick leave every school year for the following family members: **child, parent, spouse/domestic partner.**
    - Caregiver Notices fall under "Family Illness."  
**(From employee's sick leave bank)**



# Certificated Leaves

## Leave Types

- **Personal Necessity/Personal Business:** Employee may use not more than ten (10) days per year of accumulated sick leave for purposes of approved Personal Necessity Leave (PN), **as long as they have sick leave available.**
  - Personal Necessity needs to be approved at least 2 work days prior
  - Personal Necessity examples include:
    - Appearance in court as a litigant
    - A circumstance that would result in serious financial loss without immediate attention of the unit member
    - Serious illness of a immediate family member (as defined under Bereavement Leave)
    - Attendance at funeral services
    - A condition or circumstance, beyond the control of the employee, which makes it impossible to get to work
    - Personal Business

(See additional Qualifying Reasons in the REA contract)

(From employee's sick bank)



# Certificated Leaves

## Leave Types

- Personal Necessity/Personal Business:
  - **Personal Business** falls under PN and also requires prior approval
  - Select **PERS NEC/PERS BUS** in AESOP for Personal Necessity/Personal Business

(From employee's sick bank)

**Create Absence** | 0 Scheduled Absences | 2 Past Absences | 0 Denied Absences

1. Absence Dates | 2. Location(s) & Times | 3. Additional Details | 4. Absence Review | [Switch to Advanced Mode](#)

Please select the day(s) you will be absent:

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

**Sub Required**  
No

**Absence Reason**  
PERS NEC/PERS BUS

Note: Separate reasons per day can be configured on Step2.

**SELECTED DATES**  
Tuesday, Feb 13, 2024

**LOCATION(S) AND TIME** [Edit](#)  
Personnel Services  
7:30 AM - 4:30 PM

Next Step: [Set Location\(s\) and Time](#)

# Certificated Leaves

## Leave Types

- **Jury Duty:** Entitled to paid leave if summoned for jury duty. The employee must attach the jury slip to their ELTS affidavit when they return to work.  
**(District paid time)**





# Certificated Leaves

## Leave Types

- **Bereavement:**
  - Certificated employees are entitled to three (3) days **paid** bereavement for the following member's the employee's immediate family: (See Chart)

Employee	Spouse/Domestic Partner
Mother*	Mother
Father*	Father
Stepmother	Stepmother
Stepfather	Stepfather
Grandmother*	Grandmother
Grandfather*	Grandfather
Grandchild*	Grandchild
Spouse/Domestic Partner*	
Son**	Son
Stepson**	
Daughter**	Daughter
Stepdaughter**	
Brother*	Brother
Stepbrother	Stepbrother
Sister*	Sister
Stepsister	Stepsister
Aunt	Aunt
Uncle	Uncle
Anyone other than a tenant living in the immediate household	



# Certificated Leaves

## Leave Types

- **Bereavement:**
    - Entitled to five (5) days of bereavement for the following family members:  
spouse/domestic partner, child, stepchild, parent, sibling, grandparent, grandchild, or parent-in-law
- Three (3) days are **paid**, two (2) days are **unpaid**. The employee may use Sick Leave or Personal Necessity, if available to cover the two (2) unpaid days.



# Certificated Leaves

## Leave Types

- **Bereavement:**
  - An additional two (2) days of paid leave may be taken if travel is out of state. Proof of travel must be sent to Personnel Services.
  - Bereavement leave must be used within three (3) months of the death and documentation shall be provided to Personnel Services in the form of a death certificate, published obituary, written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or governmental agency.

**(Not from employee's bank)**



# Other Leaves

## Leaves, Leaves, and Beyond

- **Family Medical Leave Act/California Family Rights Act (FMLA/CFRA)**: To care for the serious health condition of the employee or a qualifying family member. In order to qualify the employee must have:
  - One (1) year of service within the District
  - AND
  - Worked 1,250 hours in the months prior to taking the leave
  - **FMLA/CFRA is unpaid unless the employee has sick leave available**
  - **CFRA for baby bonding uses available sick leave until exhausted and then the employee receives differential pay for the remainder of the leave**

Type of FMLA/CFRA	Pay Breakdown
FMLA/CFRA For Employee	Fully paid to the extent you have sick leave available (Differential once sick leave is exhausted)
FMLA/CFRA for Family Member	Paid to the extent you have sick leave available; up to 10 Personal Necessity days and up to 6 Family Illness per year, then unpaid
CFRA/Baby Bonding	Fully paid to the extent you have sick leave available (Differential or 50% once exhausted (whichever is greater))



# Other Leaves

## Leaves, Leaves, and Beyond

- **Family Medical Leave Act/California Family Rights Act (FMLA/CFRA):**
  - FMLA can be utilized to care for the following employee's family members with a serious health condition:
    - child, parent, spouse/domestic partner, *in loco parentis* (adopted, foster-child, step-child, legal ward, or child of a person standing in loco parentis)
  - CFRA can be utilized to care for the following employee's family members with a serious health condition:
    - child, parent, spouse/domestic partner, *in loco parentis*, grandparent, grandchild, sibling, parent in-law, or adult child
  - Birth of an employee's child or placement of a child with the employee for adoption or foster care can fall under FMLA/CFRA.
  - You must work 75% of the school-year to earn a year of service credit



# Other Leaves

## Leaves, Leaves, and Beyond

- **Unpaid Leave of Absence:** Permanent unit members may request an unpaid leave of absence, the reasons include but are not limited to:

Child Rearing, Health, Study, Legislative, Parental Leave, & Disability Allowance Leave.

### (Contact Personnel for Specific Inquiry Information)

- Requests that are  $\leq 30$  days can be approved by the Lead Personnel Agents of Personnel Services. (At least 5 days prior notice for approval process.)
- Requests that are  $> 30$  days must be Board Approved before leave is taken.



# Other Leaves

## Off-Work Orders

- **What Are They:** Off-Work Orders (OWO) are written notice from a doctor or physician excusing or placing the employee off work for a specific amount of time.
- **Who Needs Them:** Personnel Services (Personnel Analysts) and Fiscal Services/Payroll should be the first to receive OWOs; they will send them to your work location, Service Area, and Risk Management.
- **Why Send Them In:** OWOs excuse your time, while still using your sick time. **Once sick time is exhausted you will receive differential pay.**  
(Your Rate – Sub Rate = Differential Rate)



# Other Leaves

## Off-Work Orders Continued

- **When Should We Get It:** As soon as you get a doctor's note, it should be sent to Personnel Services.
- **How To Send It:** OWOs can be dropped off in-person or by a family member to Personnel Services. They can also be sent via email (Scan or Picture) to: [nsotelo@rialtousd.org](mailto:nsotelo@rialtousd.org) and [mamador@rialtousd.org](mailto:mamador@rialtousd.org)
- **Acceptable Off-Work Orders Must Have:**
  - Employee First & Last Name
  - Medical Office Name
  - Start Date/End Date
  - Return to Work Date (optional)
  - Medical Provider Signature (Wet or Electronic)





# Other Leaves

## Modified Work Order

- If the member's Off-Work Orders (OWOs) contain **Modified Duty/Work Restrictions**, then the employee must be cleared to return to work before reporting to the site during the dates highlighted on the note. **It is best practice to include Risk Management on your doctor's notes if there are any modifications.**
- **DO NOT RETURN TO WORK UNLESS:**
  - Risk Management has cleared you
  - If you have not heard from Risk Management within 3-5 business days, please contact them at (909) 820-7700 x2116 or x2111



# Other Leaves

## Sick Leave Bank (Catastrophic Leave)

- Employee must be part of the Sick Leave Bank. Certificated employees who suffer a catastrophic injury/illness that is expected to incapacitate the unit member for an extended period of time (more than 10 days) shall become eligible to use the catastrophic sick leave plan.
  - Employee must be:
    - **Permanent employee**
    - Have exhausted all fully-paid leave and still has differential leave available
    - Be in a true catastrophic condition



# Other Leaves

## Sick Leave Bank (Catastrophic Leave)

- Use of the Sick Leave Bank is only available to those unit members who have:
  - Made a donation of two (2) days to the bank, prior to their request
  - Have continued participation in the sick leave bank (if additional leave days are required)
  - Unit members must have twelve (12) sick days in their bank in order to donate days to the sick bank
- A unit member shall submit a Certificated Sick Leave Request Withdrawal Form to Personnel Services to request time from the Sick Leave Bank



# Other Leaves

## 39-Month Reemployment List (Illness)

- Members who exhaust all available sick leave and five (5) months of differential pay will be placed on the 39-Month Reemployment list.
- The employee shall provide medical documentation to Personnel Services if they are cleared to return to work while on the 39-Month Reemployment list. The employee shall be entitled to return to the same position, if vacant, or a similar position.



# Certificated Leaves

## BESTNET – Absence Affidavits

- Your weekly **Absence Affidavit** will provide you your bank balances. (Sick, Excess Use)  
Members should always review affidavits before signing.

**BEST NET CONSORTIUM  
Affidavit Absence Report**

74 Rialto Unified School District

EIN XXXX  
 EMPLOYEE NAME  
 CLASSIFICATION CERTIFICATED CONTRACT  
 LOCATION  
 CERTIFICATION FOR

Affidavit	Rev	Status	Leave Type Description	Bank	From	To	Hours	Limit Remaining
XXXXX	0	PENDING	PERSONAL NECESSITY	SICK LEAVE	12/8/2023	12/8/2023	-7.0000	3.0000 Days
Transaction Note/Incident:								
BANK BALANCES AS OF DATE REPORT PRINTED								
SICK		VACATION	NON-DUTY	EXCESS USE	STATE OF EMERGENCY			
332.7500		0	0	0.0000	0			

THIS FORM MUST BE RETURNED TO YOUR PRINCIPAL/SUPERVISOR IMMEDIATELY UPON YOUR RETURN.

Bank Balances



Limit Remaining



# Certificated Leaves

## BESTNET – Absence Affidavits

- Refer to your **BESTNET** account for updated leave balances.
- **Once you are in Excess Use, your payroll will be docked on the next available payroll cycle.**



BESTNET		Leave Balances	
Main Menu		Bank	Balance
Home		EXCESS USE	#####
Employee Info		NON-DUTY	#####
Earnings & Leave		OTHER	#####
Benefits		SB114 LEAVE	#####
Taxes		SICK LEAVE	#####
Vaccination		VACATION LEAVE	#####
Electronic Consent			
Leave Balances			
Attendance			
Preferences			
Change Password			
User Guide			
Logout			



# Questions?

## Contact Personnel Services

**Certificated**



**NUBIA SOTELO**  
Personnel Analyst  
Ext. 2407

**Classified**



**MARCOS AMADOR**  
Personnel Analyst  
Ext. 2408

