



# Leaves Classified

Presented By:

**Rhonda Kramer**, Lead Personnel Agent

**Roxanne Dominguez**, Lead Personnel Agent

**Armando Urteaga**, Lead Personnel Agent

January 31, 2024



# 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:

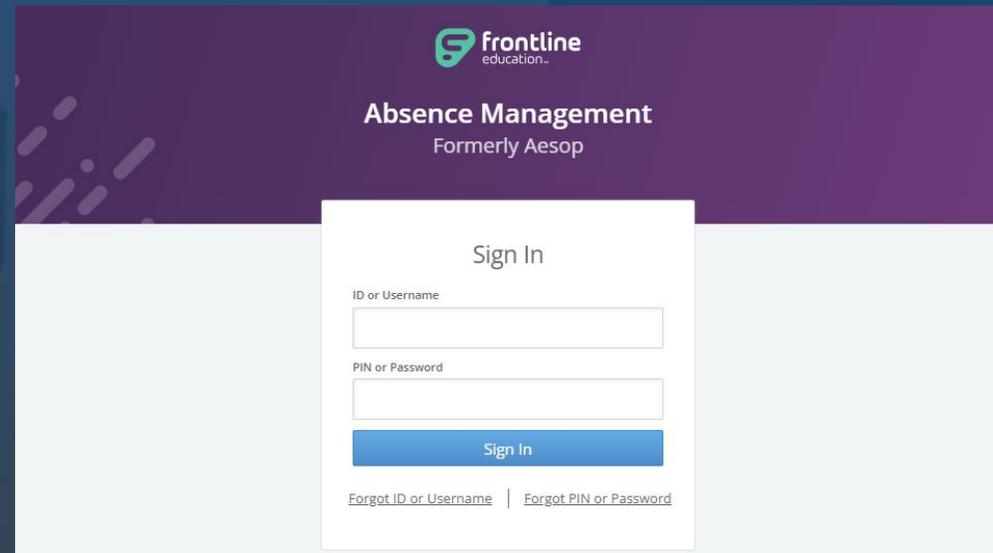
- High expectation for student achievement
- Safe and engaging learning environments
- Effective family and community involvement
- Learning opportunities beyond the traditional school setting
- Appreciation of universal diversity



# Classified 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 box, there are two links: '[Forgot ID or Username](#)' and '[Forgot PIN or Password](#)'.



# Classified Leaves

## Frontline (formerly AESOP) – Entering an Absence

- **Classified 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/service area leave attendant to enter the absence.

Absence Management | Rialto Unified School District | Employee (Lead Personnel Agent)

NAVIGATION

- Home
- Absences
- Account
- Directory
- Resource Library

January 2024

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 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  | 30  | 31  |     |     |     |

February 2024

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 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  |     |     |

March 2024

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 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  | 30  |
| 31  |     |     |     |     |     |     |

Legend: Absences (Blue), Closed Day (Orange), In-service day (Yellow), Closed And In-Service Day (Orange with diagonal line)

Create Absence | 0 Scheduled Absences | 3 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:

SELECTED DATES  
No Dates Selected

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

Sub Required  
No

Absence Reason  
Select One

Note: Separate reasons per day can be configured on Step 2.



# Classified Leaves

## Leave Types

- Classified Members have access to the following **Leave Types (Article XII)** in Frontline:
  - **Sick Leave/Medical Appointment:** Full-time employees are allotted one (1) sick day per working month. Part-time employees accrue sick leave at the same rate, but on a pro-rata basis.
    - Employee's **own** medical appointment
    - 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 members: **child, parent, spouse/domestic partner**
    - Caregiver Notices fall under "Family Illness"

**(From employee's sick leave bank)**



# Classified Leaves

## Leave Types

- **Personal Necessity:** A unit member shall receive full compensation for not more than seven (7) days per year of approved Personal Necessity Leave as long as they have sick leave available.
  - Personal Necessity needs to be approved by the supervisor at least two (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

**(From employee's sick leave bank)**



# Classified 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)**
- **Vacation Leave:** Must be approved in advance by the Immediate Supervisor.
  - Full time employees shall earn vacation privileges at the rate of:
    - Years 1-5 earn eight (8) hours per month worked
    - Years 6-10 earn ten (10) hours per month worked
    - Years 11-15 earn twelve (12) hours per month worked
    - Years 16+ earn fourteen (14) hours per month worked
  - Part-time employees accrue vacation on a pro-rata basis  
**(From employee's vacation bank)**



# Classified Leaves

## Leave Types

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

| Employee                                       | Spouse/Domestic Partner |
|--|-------------------------|
| Mother*  | Mother*                 |
| Father*  | Father*                 |
| Stepmother                                     |                         |
| Stepfather                                     |                         |
| Spouse**                                       |                         |
| Son**  | Son                     |
| Stepson  |                         |
| Daughter**                                     | Daughter                |
| Stepdaughter                                   |                         |
| Brother*                                       | Brother                 |
| Sister*  | Sister                  |
| Aunt   |                         |
| Uncle  |                         |
| Stepbrother                                    |                         |
| Stepsister                                     |                         |
| Grandmother                                    |                         |
| Grandfather                                    |                         |
| Grandchild*                                    | Grandchild              |
| Any relative living in the immediate household |                         |



# Classified Leaves

## Leave Types

- **Bereavement:**
  - Entitled to five (5) days of **paid** bereavement for the following family members:  
**\*\*child or spouse**
  - Entitled to five (5) days of bereavement for the following family members:  
**\*spouse/domestic partner, sibling, grandparent, grandchild, or parent-in-law**

Three (3) days are **paid**, two (2) days are **unpaid**. The employee may use vacation, sick time or personal leave if available to cover the two (2) unpaid days.



# Classified Leaves

## Leave Types

- **Bereavement:**
  - An additional two (2) days of paid leave may be taken due to prolonged travel. Proof of travel must be sent to Personnel Services.
  - Bereavement leave must be used within three (3) months of 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 from the date the request is made
  - **FMLA/CFRA is unpaid unless the employee has sick leave or vacation time available**
  - CFRA for baby bonding uses available sick leave until exhausted and then the employee receives 50% pay for the remainder of the leave

| Type of FMLA/CFRA           | Pay Breakdown  |
|-----------------------------|--|
| FMLA/CFRA For Employee      | Uses Sick Time (50% with Dr.'s Note)                       |
| FMLA/CFRA for Family Member | Paid (7 Personal Necessity   6 Family Illness) Then Unpaid |
| CFRA/Baby Bonding           | Uses Sick Time (50% once exhausted)                        |



# 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 member 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 member 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



# Other Leaves

## Leaves, Leaves, and Beyond

- **Unpaid Leave of Absence:** Permanent unit members may request an unpaid leave of absence. **(Contact Personnel for Specific Inquiry Information)**
  - Requests that are <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. Request must be submitted in time for the Board to take action.



# 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, which is 50% of your pay.**



# 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) or [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 restrictions/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

## Catastrophic Leave/Sick Leave Bank

- Classified employees who suffer a catastrophic injury/illness that is expected to incapacitate the unit member for an extended period of time (10 work days) or who's family member is incapacitated by an injury/illness which requires the employee to take time off from work for an extended period of time in excess of 10 work days.
  - Employee must be:
    - **Permanent employee**
    - Be in a true catastrophic condition
- Requests for donations to a specifically named unit member shall initially be made at the site by the designated Coordinator after obtaining approval from Personnel Services. Sick leave bank forms will be provided to the Coordinator.



# Other Leaves

## 39-Month Reemployment List (Illness)

- Members who exhaust all available sick leave shall be entitled to extended sick leave benefits (50% pay) for 100 working days.
- Employees who have exhausted all available sick leave and extended sick leave, 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 reemployed in the first vacancy in the classification of his or her previous assignment.



# Classified Leaves

## BESTNET – Absence Affidavits

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

BEST NET CONSORTIUM  
Affidavit Absence Report

74 Rialto Unified School District

EIN 1234  
 EMPLOYEE NAME MONROE, MARY JO  
 CLASSIFICATION CLASSIFIED  
 LOCATION KOLB MIDDLE SCHOOL  
 CERTIFICATION FOR 8/1/2023 - 9/30/2023 by jsmith

| Affidavit | Rev | Status  | Leave Type Description | Bank           | From      | To        | Hours   | Limit Remaining |
|-----------|-----|---------|------------------------|----------------|-----------|-----------|---------|-----------------|
| 486757    | 0   | PENDING | PERSONAL NECESSITY     | SICK LEAVE     | 9/1/2023  | 9/1/2023  | -8.0000 | 6.0000Days      |
| 489890    | 0   | PENDING | VACATION LEAVE         | VACATION LEAVE | 9/22/2023 | 9/22/2023 | -8.0000 | 258.0000Hours   |

BANK BALANCES AS OF DATE REPORT PRINTED

|          |          |          |            |                    |
|----------|----------|----------|------------|--------------------|
| SICK     | VACATION | NON-DUTY | EXCESS USE | STATE OF EMERGENCY |
| 470.2500 | 258.0000 | 0.0000   | 0.0000     | 0                  |

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

Bank Balances



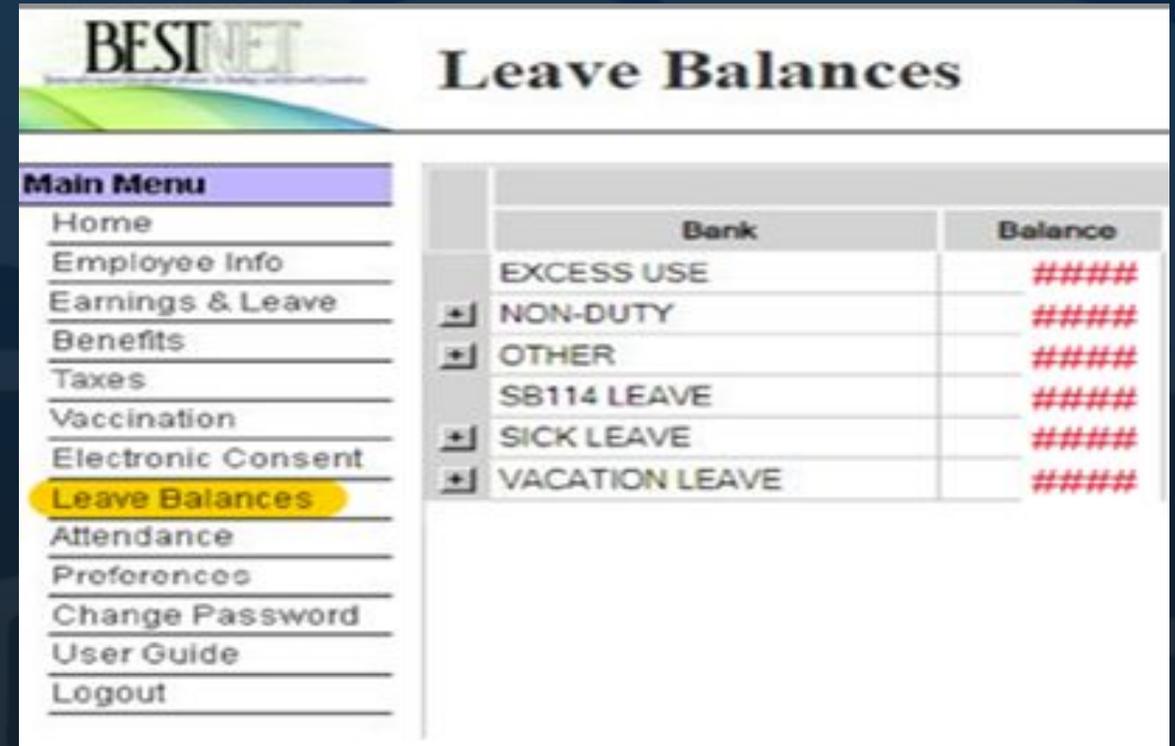
Limit Remaining



# Classified Leaves

## BESTNET – Absence Affidavits

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



|                                     | Bank           | Balance |
|-------------------------------------|----------------|---------|
|                                     | EXCESS USE     | #####   |
| <input checked="" type="checkbox"/> | NON-DUTY       | #####   |
| <input checked="" type="checkbox"/> | OTHER          | #####   |
|                                     | SB114 LEAVE    | #####   |
| <input checked="" type="checkbox"/> | SICK LEAVE     | #####   |
| <input checked="" type="checkbox"/> | VACATION LEAVE | #####   |



# Questions?

## Contact Personnel Services

### Certificated



**NUBIA SOTELO**  
Personnel Analyst  
Ext. 2407

### Classified



**MARCOS AMADOR**  
Personnel Analyst  
Ext. 2408

