



Genesee Intermediate
School District

Absence/Frontline Information

In the event of an absence, we are providing information on how to use Frontline (formerly known as AESOP). You can still access Frontline by phone or Internet to enter your absence; phone and Internet login information is provided below.

Phone:

- Call 1-800-942-3767
- Enter your ID Number (your phone number with area code) followed by the pound key (#)
- Enter your PIN number followed by the pound key (#)
- Proceed through the automated menu and create your absence.

Internet:

- Go to [AESOP Online](http://www.aesoponline.com) (www.aesoponline.com) or to go [GISD Website](http://www.geneseeisd.org) (www.geneseeisd.org) and click on [AESOP Substitute Calling System](#)
- Enter your ID number and your PIN number
- Click “Login”
- Click “Create an Absence” and proceed

When creating an absence, remember to follow through each step until you receive a **confirmation number**. Without a confirmation number, your absence will not be placed into the system and a substitute will not be found. If you enter notes to the substitute online, the sub does not have access to those notes if they accept the assignment via the phone. If you would like to make sure the sub receives your notes, either leave a copy in your classroom or with the Program Secretary.

If you are unsure of how much sick time, vacation, and personal business time you have remaining, go to [Employee Web](#) and view your accruals. [Employee Web](#) can be found on the [GISD Website](#) (www.geneseeisd.org) on the home page and click on “[Staff Resources](#)”. If you do not have access to a computer, your Program Secretary may help with this information.

Please report a change in your phone number to Sarah Burke at 591-4400 as this information will need to be kept up to date in order for you to log into Frontline.

An absence reason guide can be found on the back of this page. You can also view this guide under the “[Staff Resources](#)” tab on the home page of the [GISD Website](#) (www.geneseeisd.org).

If you need a substitute because of a CBI, conference, field trip, IEPT, meeting, professional development, school business, school improvement, special event or union business, please complete a Substitute Needed form and turn it in to your Program Secretary **five days prior** to the occurrence. The Program Secretary will create a vacancy and enter it into Frontline.

If you have any questions regarding your ID and PIN numbers for Frontline, please contact Sarah Burke at 591-4400.

Absence Reason Guide

Compensatory Time>Compensatory Time: Select to use accumulated compensatory time for your absence.

Jury Duty>Jury Duty: Jury duty should be selected upon receipt of a notice to report for jury duty. Submit a copy of the jury summons along with a completed Report of Absence form to your immediate supervisor prior to the commencement of jury duty.

Personal Business>Personal Business: This absence is for Personal Business. If a personal business day is requested for the day immediately preceding or following a non-workday or holiday, a reason must be given. Personal business days may not be used to extend a vacation/recess period or for other employment and shall not be granted for business that can be conducted after the regular work day.

Sick>Emergency: Emergency should only be selected in the death of a family member. Employees may use five (5) accumulated sick leave days for the death of a family member as follows: spouse, child (including foster child and stepchild), brother or brother-in-law, sister or sister-in-law, parent or parent of spouse, grandparent or grandparent of spouse, son-in-law, daughter-in-law, and grandchild. Time used for this absence comes out of the employee's sick time.

Sick>Family Illness: Family Illness should be selected in the case of illness or disability of an employee's immediate family member. Immediate family member is defined as follows: spouse, child (including foster child and stepchild), brother or brother of spouse, sister or sister of spouse, parent or parent of spouse, grandparent or grandparent of spouse, son-in-law, daughter-in-law, grandchild, which necessitates the presence of the employee. Time used for this absence comes out of the employee's sick time.

Sick>Sick: This absence is for sick leave. Sick leave shall be defined as the absence of an employee from work because of personal illness.

Vacation>Vacation: This absence is used for vacation time and comes out of accumulated vacation time.

W/O Pay Zero Hours>Zero Hours: Zero Hours should be selected when you need to schedule an absence, but have no time accrued. Your absence will be entered into AESOP and a substitute will be found, but please review your absence with your administrator your return.

The following absences can only be created by your building's program secretary. Once you have received approval for these absences, submit your paperwork to the program secretary and she will create the absence for you.

Office Use Only – I>Office Use Only – I: Injury

Office Use Only – WC> Office Use Only – WC: Worker's Compensation

Office Use Only W/OP>Approved FMLA: Family Medical Leave is approved by the Board of Education under the Family Medical Leave Act. Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Office Use Only W/OP>Child Care Leave: child Care Leave

Office Use Only W/OP>Disability: Disability

Office Use Only W/OP>Educational Leave: Educational Leave

Office Use Only W/OP>Office Use Only W/OP: Without Pay

Office Use Only W/OP>Probation: Probation

Office Use Only W/OP>Short Term Leave: Short Term Leave

Please remember to check [Employee Web](#) if you are unsure about your sick time, personal business time and vacation time balances.