



Public Schools of Plainfield New Jersey

DEPARTMENT OF HUMAN RESOURCES
1200 Myrtle Avenue
Plainfield, NJ 07060
908-731-4328

Reporting Absences

All employees are required to record their absence(s) from work through Absence Management (Aesop) every time an absence occurs. It is also the responsibility of the employee to record their absence within the allotted time, that would be one hour prior to the start of the absence. If it is too late to record your absence, contact your **building administrator/attendance designee** with the type of absence you will be using. **Employees who do not use Absence Management (Aesop) or continuously use the attendance designee to record absences will be docked each time they do not use the system to record their absence.**

All absences that require prior approval have to be recorded through Absence Management (Aesop) in advance of approval. Check the system for approval updates. **If absence is denied, the system will cancel the absence.**

All absences before/after a school closing, holiday, vacation, etc. require approval by administrator.

Absences that require a doctor's note: All personal illness/family illness absences before/after a school closing, holiday, vacation, etc. require a doctor's note the first day back to work. If dates are known prior to the absence the note should be submitted prior to the first day of the absence. **In cases of emergency the note must be submitted the first day back to work.** When an illness or incapacity results in **three (3) consecutive days absent**, a physician's note on letterhead must be submitted to the Employee Attendance Office as soon as possible. The note should be written on the physician's letterhead and contain the reason for the absence, the dates of incapacity and when the employee will be medically cleared to return to work. The note has to be email scanned to employeeattendance@plainfield.k12.nj.us. Absences in excess of five working days due to medical reasons will require the employee to contact the Employee Attendance office via email to request a leave of absence.

Cancellation of Absences Due to School Closing/Inclement Weather Conditions:

The Employee Attendance Office will automatically cancel all absences for those days, with the expectation of essential personnel.

Every employee is charged to make sure that all required and appropriate procedures are followed relative to reporting their absence(s). Please familiarize yourself with "Reporting Absence Procedure & Protocol" which is attached to this document.

Procedure & Protocol Reporting Absences

ALL ABSENCES MUST BE RECORDED IN AESOP WITHOUT EXCEPTION.

Absences can be reported via telephone or Web up to one hour prior to the start of the absence.
Absences can be reported up to thirty (30) days in advance.

In cases of unanticipated absence, documentation must be submitted the first day back to work.

All documentation for anticipated absences must be received in the Employee Attendance Office located in Human Resources prior to the first day of the absence.

Vacation	Employee is to record the absence through Absence Management (Aesop) a minimum of five (5) days in advance. Immediate supervisor will approve/deny request via the Frontline system. Check the system for approval updates. If absence is denied, the system will cancel the absence.
Personal Business	Employee is to record the absence through Absence Management (Aesop) a minimum of five (5) days in advance. Immediate supervisor will approve/deny request via the Frontline system. Check the system for approval updates. If absence is denied, the system will cancel the absence. Prior approval is not necessary in cases of emergency.
Personal Illness	For use by the employee only. NJ code does not allow Personal Illness time to be used for the illness of others. When an illness or incapacity results in three (3) consecutive days absent, a physician's note on letterhead must be submitted to Employee Attendance office as soon as possible, the note has to be scanned and emailed to (employeeattendance@plainfield.k12.nj.us). The note must contain the reason for the absence, the dates of incapacity and must medically clear the employee to return to full active duty. For anticipated personal illness absence(s), e.g. scheduled surgery, a physician's note must be received as soon as dates are known and employee must record the absence through Absence Management (Aesop) at that time. The note must contain the reason for the absence and the dates of incapacity. If the absence is in excess of 5 working days the employee must request a leave of absence.
Family Illness	Family Illness days are submitted for the illness of immediate family members only. Immediate family shall refer to the employee's spouse or domestic partner, parent, grandparents, grandchild, child, child's spouse, siblings, uncle, aunt, stepchild or stepparent of the employee, spouse or domestic partner, and close relative residing in the immediate household of the employee (except domestic employees or roomers). Employee is to record the absence through Absence Management (Aesop) as soon as they are aware of the treatment date(s).

<p>Death in Family</p>	<p>A maximum of five (5) days per year are allowed for death in the immediate family only. Immediate family is recognized as: husband, wife, children, civil union partners and other members of the same home; or father and mother, brothers and sisters, grandmother and grandfather, father-in-law and mother-in-law, sister-in-law and brother-in-law regardless of residence.</p> <p>Employee must provide proof of relationship to the deceased. i.e: program, obituary, or any documentation which clearly states the employee relationship to the deceased. Employee is to record the absence through Absence Management (Aesop) as soon as dates are known.</p>
<p>School Business</p>	<p>Approved "Absence Request" and supporting documentation is to be submitted to the ad Office a minimum of five (5) business days in advance for approval. School Business information is to be entered on "My Learning Plan" by the employee. Employee is to provide proof of attendance upon return.</p>
<p>Jury Duty</p>	<p>An approved "Absence Request Form" and a copy of summons should be sent to the Employee Attendance office before the expected date of the duty. Employee can record the absence through Absence Management (Aesop) as soon as they are aware of the service date(s).</p>
<p>Leave of Absence</p>	<p>All Leave of Absences must be approved by the Board of Education. The Leave of Absence Procedure and Request Form are located under the Human Resources Dept. at the district website www.plainfieldnj12.org. For all medical leaves a physician's note is also required, the note should include the nature of the illness, dates of disability and expected return date. The "leave of absence" will be placed on the board agenda and dates entered in Absence Management (Aesop) by the Human Resources Department. All employees on "medical leave" must first contact Leave of Absence via email at leaveofabsence@plainfield.k12.nj.us and provide a note that medically clears the employee to return to full active duty before reporting to respective worksite.</p>
<p>Military Leave</p>	<p>All requests require Board approval. A written request must be made to the Board of Education along with approved Military Reserve Duty Instructions and submitted to the Employee Attendance Office as soon as the dates are known. The "military leave" will be placed on the board agenda and dates entered in Absence Management (Aesop) by the Human Resources Data Specialist.</p>
<p>Workman's Compensation</p>	<p>An Administrator, School Nurse or School Secretary is to call the Payroll Department (x4325) to report the incident. They will alert the medical facility. Employee must record any absences due to the incident in Absence Management (Aesop) as "Personal Illness". Once the documentation from the medical facility or D & H is received by the Payroll Department office, a manual entry will be made by the Payroll Department to adjust the respective "Personal Illness" time to "Injured on Duty." Upon return to work the employee must submit a note that medically clears them to return to full active duty.</p>
<p>Tardy</p>	<p>If an employee is continuously late, they may be docked. Administrator/attendance designee is to email employeeattendance@plainfield.k12.nj.us indicating the timeframe in which the employee was late.</p>