**How are absences deducted?**

* **Sick Leave** is your main category balance. Any time taken as Sick Leave or Sick Leave-Personal Necessity/No Tell is taken from the available Sick Leave balances. Please note that only **7 days** of available Sick Leave can be used as **Sick Leave-Personal Necessity** per school year. Out of these 7 days, **2** can be used as **"No Tell".** Any time taken as "No Tell" will need to be deducted from the overall Sick Leave-Personal Necessity balance. Frontline will **only** display your initial and taken balances.
* **Once Sick Leave balances are exhausted, all other Sick Leave category balances become unavailable.**
* **Family Care** and **Bereavement** are separate absence buckets and are not taken from Sick Leave.
* If you have any questions about absence category reasons please see [CSEA Contract](https://www.wjusd.org/documents/Departments/Human%20Resources/Association%20Agreements/2022-2025-Approved-CSEA-Contract.pdf) Article 14

**STEP 1**

* Log in to your Frontline (Aesop) account – the following screen will populate <https://absenceadminweb.frontlineeducation.com/access>
* You can create an absence and view your scheduled absences and past absences



**STEP 2**

**STEP 2**

* Click on the Account icon as shown above

**STEP 3**

* The following screen will populate



**STEP 4**

**STEP 4**

* Click on the absence reason balances to be able to view your available balances
* **Once Sick Leave balances are exhausted, all other Sick Leave category balances become unavailable.**
* Any time taken as "No Tell" will need to be deducted from the overall Sick Leave-Personal Necessity balance. In the example below, the employee has a balance of 48 hours but they have taken 4 hours of ***Sick leave-No Tell/PN;*** therefore, the remaining Sick Leave-Personal Necessity balance is 44 hours.

