

All Personnel

AR 4121.2
4221.2
4321.2

**ABSENCE PROCEDURES FOR CERTIFICATED AND CLASSIFIED EMPLOYEES
NOT REQUIRING SUBSTITUTES**

Accurate attendance accounting of personnel is necessary to insure that salary and leave procedures are fairly and consistently administered for all employees throughout the district. The following attendance procedure has been instituted for employees not requiring substitutes.

Procedure

Your absence must be reported to the Aesop absence verification system by calling (800) 942-3767, or by logging on to the district Aesop absence verification system website at www.aesoponline.com.

The Personnel Assistant/Substitute Caller will be on duty at 7:00 a.m. for assistance if the Aesop absence verification system is not available. Please call (619) 258-2242 and clearly provide your name, work location, reason for absence, and probable duration of absence. The name should be repeated at the end of the message.

Employees placing a call to the Aesop absence verification system should follow directions provided by the recorded information or on the website. Changes to an absence must be reported on the absence add/delete/change form and approved by your supervisor in keeping with district leave policy. (See AR 4121.3, 4221.3, 4321.3)

Regulation
approved: May 5, 2009
revised: November 17, 2010

SANTEE SCHOOL DISTRICT
Santee, California