

Time Off
PPSD Regulation

| | |
|-----------------------|--|
| <p>Purpose</p> | <p>Clear, understandable procedures covering vacation, sick, and other leaves are critical for recruitment, retention, and the fair treatment of Providence Public School District (PPSD) employees. The District has a variety of strong, employee- and family-friendly policies relating to time away from the workplace.</p> <p>This administrative regulation incorporates already-existing leave policies and simplifies some of the language associated with these policies, and outlines the various forms of leave employees are entitled to, including holidays, vacation time, sick time, parental leave, and other leaves with and without pay.</p> <p>PPSD employees may be eligible for extended leaves under certain circumstances. (1) Extended family and medical leaves may be granted under the Family Medical Leave Act and the Rhode Island Parental and Family Medical Leave Act (RIPFMLA). Other extended leaves include: (2) Education Leave, (3) Military Leave, (4) Parental Leave, (5) Personal Leave, (6) Sabbatical, (7) Statutory Leave, (8) Worker’s Compensation. These leaves should be requested through Frontline Central and more information about eligibility can be found in the Employee Handbook.</p> <p>The purpose of these time-off administrative regulations is to provide eligible employees with best practices and protocols for discharging flexible paid time off from work outside of other leave types that can include: (1) vacation time, (2) personal time, (3) bereavement time, (4) jury duty, (5) wedding, (6) graduation day, (7) religious day, (8) field trip, (9) professional development, (10) sick time</p> |
|-----------------------|--|

| | |
|---|--|
| <p>Standards, Procedures, and Guidelines</p> | <p>The District will ensure compliance with all time-off policies and protocols. Please see below for the follow time-off procedures.</p> <p>Please note that any absence type that has a cap in the Frontline Absence Management (AESOP) system will be enforced with no exceptions</p> <p>1) <u>Vacation Time</u> Employees who are eligible for vacation time will accrue this time according to their collective bargaining agreements or individual employment contracts, or as prescribed in the Employee Handbook.</p> <p>Eligible employees who accrue vacation time must request to discharge their accrued vacation time by using the Frontline Absence Management (AESOP) system. This request will be submitted for their immediate supervisor’s approval. The request must be submitted at a minimum <u>fourteen days prior</u> to the start of the proposed time off. Vacation requests must be approved by the supervisor in advance and vacation preference is not guaranteed. The supervisor will notify the employee of the decision in a timely manner.</p> <p>2) <u>Personal Time</u> PPSD employees are granted a designated number of personal days each year. The number of days granted may vary based on each employee’s respective collective bargaining agreement. These days must be requested using the Frontline Absence Management (AESOP) system. Unused personal day accruals do not carry-over into the following year. Personal days are meant to be used for personal situations beyond the control of the individual.</p> <p>3) <u>Bereavement Time</u> Employees may be eligible for bereavement leave in the event of a death of a close relative or member of the household. Employees covered under collective bargaining agreements should consult those collective bargaining agreements for more detailed information with respect to bereavement leave, or the employee handbook.</p> <p>These days must be requested through the Frontline Absence Management (AESOP). Bereavement leave days are to be taken at the time the event occurs, must be consecutive, and cannot be carried over. You are required to identify your relationship to the deceased in the administrative note section of the request. The Division of Human Capital (DHC) may request documentation.</p> |
|---|--|

4) Jury Duty

Employees who are summoned to jury duty must submit their request through the Frontline Absence Management (AESOP) system and submit documentation upon receipt of the summons at the time the absence request is made.

5) Wedding

Employees within certain bargaining units may be eligible for a wedding day absence for their own wedding. These days should be requested through the Frontline Absence Management (AESOP) system. The DHC may request documentation at the time the request is made. Wedding leave days are to be taken at the time the event occurs and cannot be carried over.

6) Graduation Request

Employees may be eligible for graduation day leave under certain collective bargaining agreements. Eligible employees who need to request time off for graduation should submit the request in Frontline Absence Management (AESOP) system and may be asked to submit documentation. Graduation leave days are to be taken at the time the event occurs and cannot be carried over.

7) Religious Request

Employees under certain collective bargaining agreements are eligible for religious days. Eligible employees must submit their request as far in advance as possible and at least two weeks prior and should submit requests using the Frontline Absence Management (AESOP) system.

8) Field Trip

Field trip requests should be requested through the Frontline Absence Management (AESOP) system. Such requests should be made as far in advance as possible for operational planning purposes but requests must be submitted at least two weeks prior to the field trip.

9) Professional Development

The District encourages professional learning and growth. If employees request to attend a professional development opportunity that requires the employee to request time away from their daily work duties, the employee should consult their direct supervisor and request a Professional Day. The request must be submitted at least two weeks prior to the start of the proposed Professional Day. You must upload the supporting documentation for the event at time of request. Failure to fully comply with the two-week advance notice and failure to upload the supporting documentation will result in a denial of the request.

10) Sick Time

The District considers legal guidelines and contract language as it pertains to employees' respective bargaining agreements when applicable. Employees may choose to discharge sick time for the following reasons:

- To recover from sudden illness
- To receive medical care
- Recover from Accidents/Injuries
- Receive mental/psychological care or counseling
- To care for a sick family member (eligibility requirements are aligned to FMLA)

Discharging Time Off Through AESOP:

The Providence Public School Department uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is hosted by Frontline Absence Management (AESOP). The Frontline Absence Management service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

Employees use Frontline Absence Management (Aesop) to enter absences, while substitutes use Aesop to receive assignments. Absence Management can be accessed via phone by calling 800-942-3767 or online at <https://aesoponline.com>.

Please note the following process and expectations regarding the use of Aesop:

- As previously noted, staff must appropriately notify the District of any absence for illness or personal reasons.
- The expectation is that staff will enter all sick and personal day absences via the Aesop system, either by phone or via the website (<https://aesoponline.com>).
- **The deadline for submission of an absence via Frontline Absence Management (Aesop) is one (1) hour before the start of an employee's work day, whether this be a full or half work day.**
- If an absence must be reported less than one (1) hour before the start of an employee's work day, the employee is required to email his/her direct supervisor (e.g., Principal, Assistant Principal, Supervisor, Administrator) as well as the appropriate contact person in Human Resources (see list below).

- At the start of an employee’s work day, if the employee has not reported to work and has not appropriately informed the District of his/her absence as outlined above, the employee will be recorded as “No Call No Pay” in the system and may be subject to disciplinary action, up to and including termination.

Frontline Absence Management (AESOP) Login and password help:

- Your login and password are the same whether the system is accessed via phone or website.
- Your **login** is your primary phone number, ideally a mobile phone. Enter without punctuation (e.g., 4014569100).
- Enter your **PIN** number.

For additional help with your username and password, use the Frontline Absence Management (AESOP) “forgot ID or Username” or “Forgot PIN or Password” feature on the website.

Absence reporting guidelines:

- All employees **must** use Frontline Absence Management (Aesop) for all absences reported up to one (1) hour prior to the start of their work day on the day of the absence. Failure to follow the proper procedures for interacting with Aesop may result in loss of pay as outlined above.
- You **must** wait until you have a confirmation number before logging off the system or ending your telephone call.
- Whether you interact with the automated system or with a clerk at your school or office, or in the Sub Office, you will receive a confirmation number for all successful submissions of absence requests to Frontline Absence Management (Aesop). It is your responsibility to keep a record of the confirmation numbers you receive from Frontline Absence Management (Aesop). If you do not have a confirmation number, the absence was not successfully requested. Employees are expected to keep a record of their confirmation number.
- In addition to creating an absence in Aesop, you may also be required to notify your supervisor via email or phone call. Please check with your supervisor for your school or department’s procedure.
- If for any reason you are unsuccessful in recording your absence prior to the deadline, you must send an email to your principal/manager, copying the clerk in your building/department

in charge of payroll and the appropriate sub finder in the HR Office.

Contact information:

- After the cut-off time, you are required to email your direct supervisor as well as a designated contact person in Human Resources. To identify your contact, use the chart below.

| | | |
|-----------------------|--|--|
| Karen Lanzieri | Elementary teachers, elementary administrators, non-union employees (M-Z) | karen.lanzieri@ppsd.org |
| Charlene Vela | Middle/secondary teachers, middle/secondary administrators, non-union employees (A-L) | susan.bettencourt@ppsd.org |
| Carol Laird | Teacher Assistants, Child Care Workers, Bus Monitors, Crossing Guards, All 1033 BEST employees | carol.laird@ppsd.org |
| Charlene Vela | All clerical staff | charlene.vela@ppsd.org |

Note on absences after the start of the work day:

Frontline Absence Management (Aesop) and email notification are only for absences that are created before the start of the work day. **If an employee is already at work and must leave prior to the end of the work day, the employee must notify his/her supervisor and must email the appropriate Human Resources staff member prior to leaving the building.** Failure to do so will result in a loss of pay.

When employees need to discharge sick time, they should do so directly through Frontline Absence Management (Aesop), giving as much notice

as possible. Employees may refer to for detailed instructions for how to access this system. Please note that it is each employee's responsibility to be familiar with the process and that failure to follow the process may result in disciplinary action.

In addition to noting an intended absence in Frontline Absence Management (Aesop), PPSD also expects, whenever possible, that employees communicate directly with their supervisors about their absence in a timely manner either by telephone or by e-mail. Communicating directly with supervisors is considered to be part of employees' professional responsibility.

Employees who need to attend routine healthcare appointments during the work day should use their accrued paid time off. The District strongly encourages employees to make routine appointments or to schedule non-emergent surgeries outside of the school or work day whenever possible.

b) Required Documentation for Sick Absences

Employees should refer to their respective bargaining unit contracts for details regarding when documentation of an appointment or illness may be required. The District will handle all sick time requests with discretion. Under certain circumstances, employees might need to submit a physician's note or other medical certification. Those circumstances include but are not limited to:

- Being absent for more than the designated number of consecutive days per the employee's contract (e.g. teachers must submit a note after five consecutive sick days).
- Cases when a pattern arises (e.g. extended weekends, breaking-up sick time with personal vacation days, or absences around holidays that were not pre-approved).

Please note that all medical notes need to be received by the DHC when the absence occurs. Notes will not be accepted post-absence and no adjustment of an absence type will occur. Employees should refer to their collective bargaining agreements for specifics.

Please note, under no circumstances should employees upload medical notes into the Frontline Absence Management (AESOP) system. Please send all medical notes to HR via fax (401-456-9284) or e-mail dhmincomingfax@ppsd.org .

c) Disciplinary Action for Sick Leave Abuse

| | |
|------------------------|--|
| | <p>If the District detects evidence of a issues related to attendance for any of the reasons to include but not limited to any of the reasons below, the District may impose disciplinary action up to and including termination.</p> <ul style="list-style-type: none"> • An absence pattern was detected and the concern exceeds the level of non-disciplinary supervisory coaching • The employee does not report to work and does not indicate his/her intent to be absent (no call, no pay) • The employee takes time off when he/she has no more time to discharge • The employee is out chronically, more than 10 days undocumented or unauthorized • sick leave may not be used to extend a vacation or holiday period. <p>The District considers those who are absent for more than <u>10</u> days to be chronically absent. In the event of extenuating circumstances that may require an extended absence, the employee is expected to communicate with the DHC.</p> <p>In cases in which employees are absent without accrued time, they will be locked-out of the system. You must contact your supervisor to have a live conversation via phone and you must also call DHC immediately. Depending on the determination that DHC makes, you may be required to submit a medical note.</p> <p>d) Extended Sick Absences No staff member may return to work without proper documentation when out for an extended period of time. A medical note must be submitted that states “able to return to work, full duty.” If a note states anything other than that, the note must be reviewed by the DHC for authorization and approval in order for the employee to return to work.</p> <p>11) Training, Oversight and Communication The DHC will provide trainings, oversight, guidance, and communication to supervisors throughout the district who will support their staff. All supervisors will be responsible for documenting conversations with their staff members regarding attendance.</p> |
| <p>Legal Reference</p> | |

| | |
|-----------------|--|
| Cross Reference | |
| History | Policy Approved: Regulation Issued: |

Revised August 17, 2021