**How are absences deducted?**

* **Sick Leave** is your main category balance. Any time taken as Sick Leave or Sick Leave-Personal Necessity is taken from 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, **4** can be used as **"No Tell".**
* **"No Tell"** days should be entered as Sick Leave-Personal Necessity and enter "No Tell" in the notes.
* Please note, **once Sick Leave balances are exhausted, Sick Leave-Personal Necessity becomes unavailable.**
* **Emergency 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 the [WEA Contract](https://www.wjusd.org/documents/2022-2025-Approved-WEA-Contract.pdf)Article 12

**How to check your leave absences balance?**

**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** icon to be able to view your **UP TO DATE ABSENCE 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, **4** can be used as **"No Tell".**
* **"No Tell" days** should be **entered** as Sick Leave-Personal Necessity and enter "No Tell" in the notes.
* Please note, **once Sick Leave balances are exhausted, Sick Leave-Personal Necessity becomes unavailable.**

