

2019-20

#WORK4KCKPS

EMPLOYEE LEAVE UPDATE

Recently, the Board of Education approved changes to board policy GARH which now allows employees to report leave in one hour increments!

Here are your steps to report leave effective November 10th:

Step 1: Secure supervisor approval of your leave request

Step 2: Log in to Frontline Absence Management, formerly AESOP and create an absence (click [HERE](#) to log in)

- Select the date you are approved to be gone
- Select the Absence Reason you were approved to use
- Confirm the period of time you are approved to be gone is the same as the time listed in the absence entry and that your time is reported in one-hour increments

Step 3: Submit your Absence Request

 [Click HERE](#) for a video tutorial on absence entry

If your position requires a substitute, please be aware that requests for substitutes will only be granted when an absence of three or more consecutive hours is entered.

Office of Human Resources Main Phone Line - 913-279-2262