

WAHLUKE SCHOOL DISTRICT
2022-2023 SCHOOL YEAR

STAFF LEAVE AND SUBSTITUTE SERVICE PROCEDURES

- All staff leave is required to be entered into the Frontline system (formerly AESOP) whenever you are not in your contracted assignments. Early Releases / Parent Conferences you are still required to work your full contracted hours or take appropriate leave.
 - This can be done via phone or computer from any location up to 365 days in advance.
 - The Frontline system will arrange all substitute needs when used properly. If requesting a specific sub those must go through Jessica Ledezma via email, jledezma@wahluke.net. She will take care of the absence and arranging the substitute for you if possible. The more notice you can give the higher chance of getting the requested sub as they may be working already.
 - If your position requires a substitute it needs to be entered **prior to 6:00 AM** of the same day a substitute is needed.
 - If you require a substitute **after 6:00AM** for the current workday, you must call your **supervisor/principal directly**. Please have their contact information in your personal cell.
 - The earlier you contact the Frontline system the easier it will be to ensure you have proper substitute coverage. Certified subs have the ability to view jobs 60 days in advance. Preferred subs can view 120 days in advance. Please contact Jessica to add preferred subs to your list.
 - Send any potential substitutes our way. Have them call the main office (509)932-4565.
 - Check the Frontline website at www.aesoponline.com to receive further training. If you have any other questions regarding Frontline contact Jessica Ledezma, your district substitute coordinator.
 - Steps to use Frontline
 - Go to www.aesopeducation.com
 - Log on using the credentials you created when you set up your Frontline account
 - Check the Message Box for any “web alerts” we have posted.
 - Select “Create an Absence”
 - Select start date and end date
 - Choose an absence reason from the list provided
 - Check if a sub is required
 - Place any needed notes, (the TITLE of all Conferences / Trainings must be entered into the administrator notes for possible Grants coding to pay for your substitute)
 - Check Next, confirm and print for your files
- OR
- Call 1-800-942-3767 to enter your absence and follow instructions

All Personal, Conferences / Trainings must be pre-approved by your supervisor prior to you being released from your contract. AESOP will send an email to your supervisor when you enter these absences; it is YOUR responsibility to make sure it is approved. **If your supervisor denies your absence request the absence will be deleted from the system without notification.**

“It is the desire of the district to not approve unpaid leave except in extreme cases.”