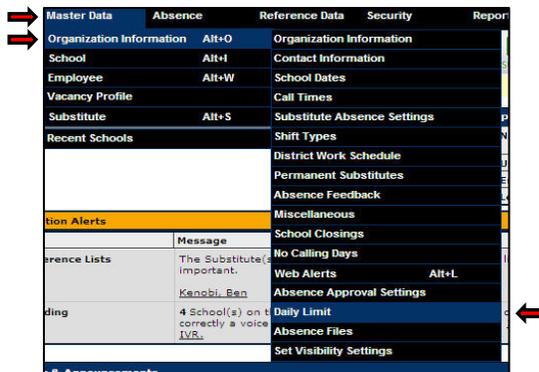


Web Navigator Topical Guide: Absence Limits

Daily Absence Limits

Aesop allows you to create some rules in the system to help you manage your absenteeism within the district. Specifically, there are rules that you can set up that would enable you to put a “cap” or a “limit” on the days that can be taken by employees of a specific employee type for a specific school (or district wide) on any given day. This feature should allow the district more control of absenteeism by giving the district the ability to set some predefined limits for things such as “professional development” or “personal days”. It is important to note that this limit must be the same for any given day. In other words, it is not possible to set a different limit for different days in your calendar at this time.

Master Data>
Organizational Information>
Daily Limit



From this page you can add absence limits to your district as a whole or to individual schools. To add limits click the Add button.

A screenshot of the 'Daily Limit' configuration page. At the top, there are tabs for General Information, Configuration Settings, Calendar, Web Alerts, Data Maintenance, and Optional Features. Below the tabs, there are buttons for Add, Edit, Apply other, and Cancel. The main part of the page is a table with the following columns: School, Absence Reason, Employee Type, Daily Limit, Calculation Technique, and Delete. The table contains one row for 'Victoria County Community Schools' with 'Personal Day' as the reason, 'Any' as the employee type, a limit of '20', and 'By Distinct Absences' as the calculation technique. Below the table, there are buttons for Add, Edit, Apply other, and Cancel.

A screenshot of the 'Add' form for setting absence limits. The form has a header that says 'Fields marked with an asterisk * are required.' Below the header, there are five fields: School (dropdown menu with 'Ackbar High School' selected), Absence Reason (dropdown menu with 'Personal Day' selected), Employee Type (dropdown menu with 'Teacher' selected), Daily Limit (text input field with '5' and an asterisk), and Calculation Technique (dropdown menu with 'By Distinct Absences' selected). There is a 'Refresh' button next to the School field. At the bottom of the form, there are buttons for Add, Edit, Apply Add, and Cancel.

Choose the school to apply to limit to
Choose the Absence Reason to limit
Choose the Employee Type
Choose the Daily Limit you would like to enforce
Choose the Calculation Technique*

*Calculation Technique:
By Distinct Absences will subtract one from the Daily Limit for every individual absence. So a half day absence will count the same as a full day absence.
By Hour will take into account partial day absences and will subtract a day from the limit once a full day is reached.

Daily Absence Limits

Continued...

Once you have added a limit to a school it will look like this

School	Absence Reason	Employee Type	Daily Limit	Calculation Technique	Delete
Victoria County Community Schools	Personal Day	Any	*20	By Distinct Absences	<input type="checkbox"/>
Ackbar High School	Personal Day	Teacher	*5	By Distinct Absences	<input type="checkbox"/>
Dell Middle School					
Jaspers Elementary School					
Sawyer Elementary School					
Uber High School					
Vanderbilt High School					
Walker Middle School					

You can also edit a limit you have set up by clicking the edit button

When in Edit Mode you can also delete a limit you have set up by checking the delete box and then applying the edit

In the above example a 20 absence limit has been set up for Personal Days across the entire district. A 5 absence limit has been set up for Personal Days specifically for Ackbar High School. **Note:** Aesop will enforce the 20 absence limit for the district even if 5 absences have not been taken at Ackbar High School. So if someone tries to take the 4th absence at the High School but it is the 21st absence for the district as a whole, the absence will not be allowed.

What happens when an employee tries to enter an absence online but the Daily Limit has already been reached?

The employee will receive the following message on their web page...

The screenshot shows the Aesop web interface. At the top, there is a navigation bar with the Aesop logo and 'FRONTLINE PLACEMENT + TECHNOLOGIES'. Below the navigation bar, the breadcrumb trail reads 'Navigation > Home > Modify Absence | Logout' and the date is 'Tuesday, December 9 2008'. A red link for 'Return to Homepage' is visible. The main content area displays an error message: 'Error: Your District has limited the number of times a given Absence Reason can be taken on any given day. Items in red below indicate you have exceeded the maximum allowed Absence Reason usage.' Below the error message, it says 'Creating an Absence: MacTavish, John' with 'Save' and 'Cancel' buttons. At the bottom, there is a form with three fields: 'Date' (12/10/2008, Wednesday), 'Absence Reason' (Personal Day), and 'Absence Type' (Full Day).

Daily Absence Limits

Continued...

What if the employee tries to call in an absence to Aesop?

If the employee calls in an absence over the phone and the limit has already been reached, Aesop will remove the absence reason from the list of available absence reasons the employee hears. So if the limit of Personal Days has been reached the employee will not even hear Personal Day as an option.