

**Step 1.** Submit the [Staff Absence Jot Form](#) which serves as notification to the following:

- a. Your appraiser
- b. Our substitute-teacher coordinator
- c. Business Manager and Payroll Time Recorder

**Step 2.** Enter your leave time in One Source in the Employee Self Service portal

**Step 3.** Teachers & TAs Only: For “After Normal Business Hours” Requests

If you are requesting absence for the next school day and it is after-hours (3:30 PM – 5:30 AM Monday through Friday or anytime during weekends/holidays), you must enter your own substitute request in [Frontline Absence Management \(formerly Aesop\)](#). Click [HERE](#) for a tutorial on how to set up your account and request a substitute.

Click [HERE](#) for full-length version of the Westside Staff Absence and Substitute Request Policy.