

OTA Quarter Day Times

For Planned Sick or Personal Days

Location	¼ Day Increment	Day Begins	¼ Day Break	½ Day Break	¾ Day Break
Elementary	100 minutes	8:50	10:30	12:10	1:50
AMD	103 minutes	8:04	9:47	11:27	1:07
OHS	135 minutes	8:04	10:19	12:34	

How to put times into AESOP / Frontline

Location	Any ¼ Day Increment of	¼ Day Times for AESOP	½ Day Times for AESOP	¾ Day Times for AESOP
Elementary <i>*NOTE: overlapping times are ok b/c no set periods or passing time*</i>	100 minutes	8:50 - 10:30 10:30 - 12:10 12:10 - 1:50 1:50 - 3:30	8:50 - 12:10 12:10 - end day	8:50 - 1:50 10:30 - 3:30
AMD	103 minutes	8:04 - 9:46 9:47 - 11:26 11:27 - 1:06 1:07 - 2:44	8:04 - 11:26 11:27 - 2:44	8:04 - 1:06 9:47 - 2:44
OHS	135 minutes	8:04 - 10:18 10:19 - 12:33 12:34 - 2:45	8:04 - 12:33 10:19 - 2:45	

For Failure to Complete a Workday due to illness

*****NOTE: Times do not necessarily correlate with period times*****

Location	Time Person Left	Charged
Elementary	8:50 - 10:30	0.75
	10:31 - 12:10	0.50
	12:11 - 1:35	0.25
	1:36 or after	N/C
AMD	8:04 - 9:44	0.75
	9:45 - 11:25	0.50
	11:26 - 1:06	0.25
	1:07 or after	N/C
OHS	8:04 - 9:44	0.75
	9:45 - 11:25	0.50
	11:26 - 1:06	0.25
	1:07 or after	N/C