



Antelope Valley Schools Transportation Agency

Greetings from AVSTA!

As the school year ramps up, we are finalizing our plans to begin bringing drivers back in for work and training. The conditions under which we are operating are a challenge, but we believe that working with CSEA, we have designed a plan that will keep us safe while getting us all back to work and back moving forward. We hope to hold a bid and be back in operation in a modified form within the next two to three weeks.

In preparation for our reopening, it is absolutely necessary that you familiarize yourself with your email and make certain that you are checking it on a regular basis. If you are having problems accessing it, you may call Kathy Phillips to get help or make an appointment to come in for assistance. All communications regarding bidding procedures, work schedules, and Agency operations will be done via email.

I would like to also remind everyone that you are currently on paid status. Should you be scheduled for a training, driving practice, or a proficiency upgrade, and you do not report as scheduled, you may lose your pay for the day. **If you are traveling out of town and are unavailable for work or training, or if you are ill and cannot report to work, you must file a Request for Leave through the Employee Portal on the AVSTA web site. Should you fail to do so, you may lose your pay for the day.** Instructions on how to check the status of your leave request are attached to this bulletin.

An important deadline that is coming up at the end of the day Monday, August 31, 2020, is Open Enrollment for employee benefits. Enrollment must be completed by the end of the day Monday. You may do so by completing the Employee Benefits Election Form located on the Employee Portal of the AVSTA web page. Currently, we have over 100 employees that have not completed their benefits election.

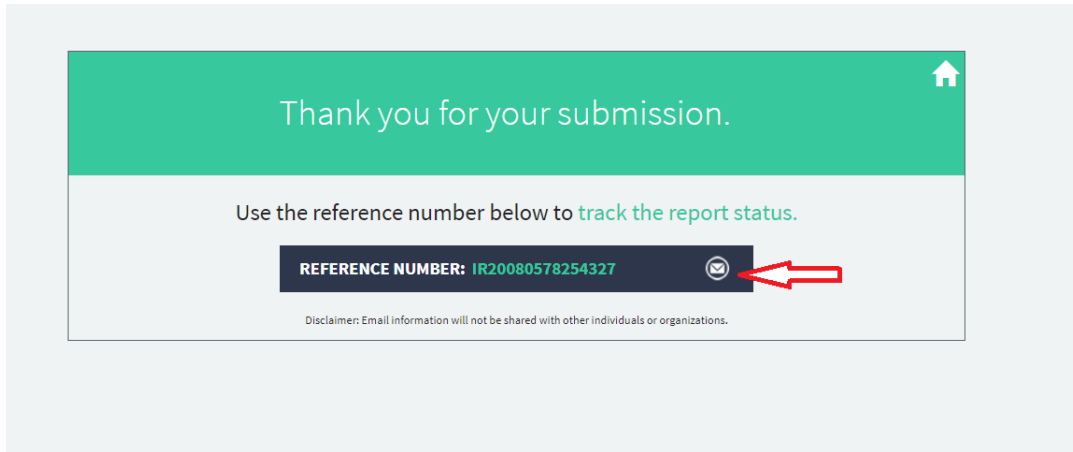
These are extraordinary times and they call for extraordinary efforts on everyone's part to keep AVSTA viable and growing. Please address all of your duties and responsibilities with the drive and professionalism of which I know you are capable. We will succeed in spite of the challenges and emerge a better and stronger team.

Stay safe!

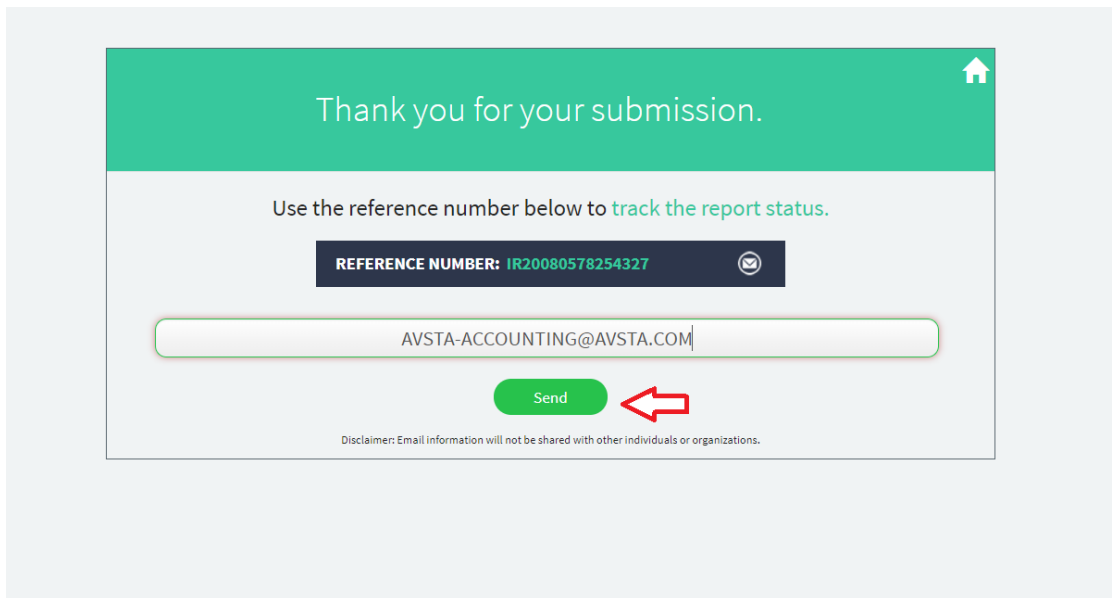
Morris

AVSTA Request for Leave Instructions

1. Log in to the AVSTA Employee Portal at <https://avsta.com/employee-portal/>.
2. Select "Request for Leave".
3. Enter your information.
4. Submit.
5. A confirmation number will appear with an email symbol next to it:



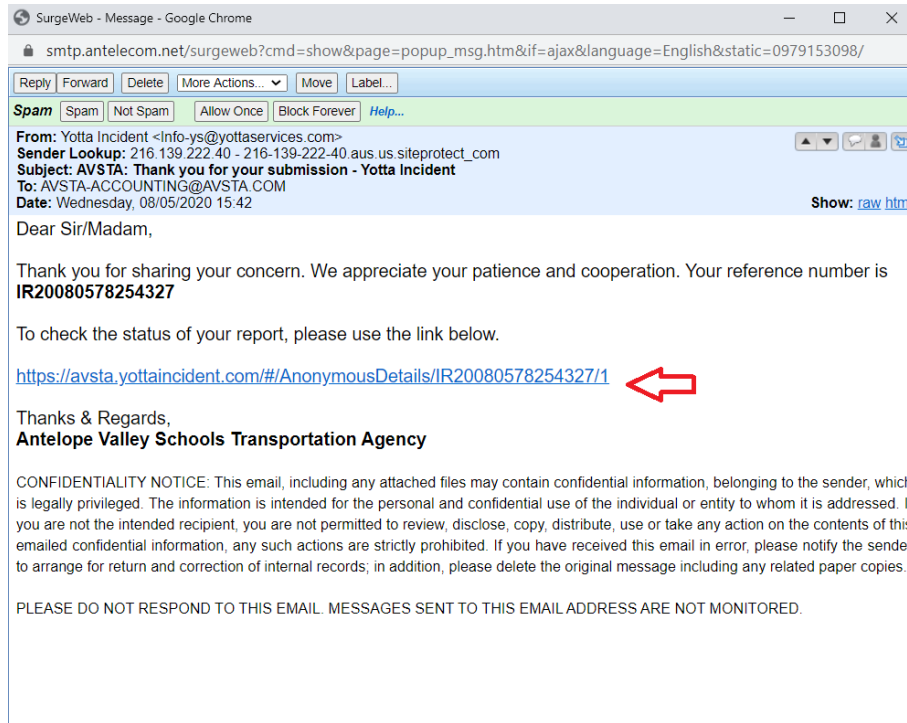
6. Enter your email address and press send:



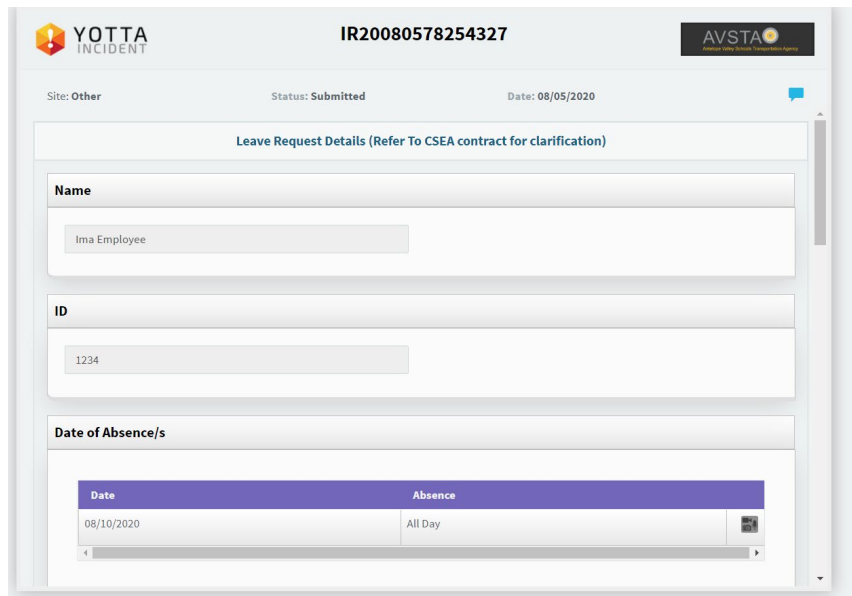
*This will be the only way you will be able to track your requests.

AVSTA Request for Leave Instructions

7. Check your email!



8. Click on the link to view your leave slip!



9. Leave slips are updated in real time. Please allow time for approval by your supervisor.

This is where you will be able to track if your leave request has been approved or denied and view any Supervisor comments.