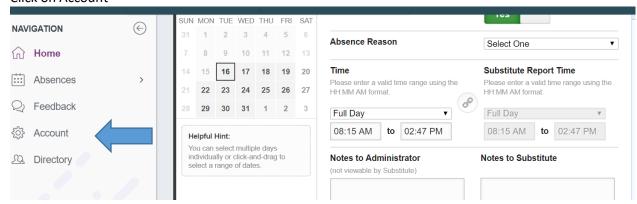
To find leave balances:

- 1. Go to https://aesoponline.com
- 2. Log in
- 3. Click on Account



4. Click on Absence Reason Balances



Now, what does it all mean?.... (see below)

5. Understanding Leave Balances

Absence Reason Balances			Last Calculated: Tuesday, January 16, 2018	
Absence Reason	Initial	Used	Pending	Balance
Cert SL/FSL	18.54 Days as of Friday, December 15, 2017	None	None	18.54 Days
Cert SL/FSL > Family Sick Leave CE	5.00 Days as of Friday, December 15, 2017	None	None	5.00 Days
Cert SL/FSL > Personal Nec.	8.00 Days as of Friday, December 15, 2017	None	None	8.00 Days
Comp Time	None as of Friday, December 15, 2017	None	None	0.00 Days

Cert SL/FLS- This is the amount of overall leave you have. For example, this person has 18.54 days total.

- Cert SL/FSL> Family Sick Leave- this is a subcategory of Cert SL/FLS.
 For example, of the 18.54 days, 5 can be used for Family Sick Leave
- Cert SL/FSL>Personal Nec.- this is a subcategory of Cert SL/FLS.
 For example, of the 18.54 days, 8 are remaining that can be used for Personal Necessity

Comp Time-For example, 0 are remaining that can be used

NOTE: Personal Necessity and Family Sick Leave are SUBCATEGORIES of your overall leave days. They are not additional days to be used.