

To find leave balances:

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

The screenshot shows the AESOP online portal interface. On the left is a navigation menu with the following items: Home, Absences, Feedback, Account, and Directory. A blue arrow points to the 'Account' item. The main content area features a calendar for the month of February, with the 16th highlighted. Below the calendar is a 'Helpful Hint' box stating: 'You can select multiple days individually or click-and-drag to select a range of dates.' To the right of the calendar is a form for entering absence details. The form includes an 'Absence Reason' dropdown menu (set to 'Select One'), 'Time' and 'Substitute Report Time' input fields (both set to 'Full Day' and '08:15 AM to 02:47 PM'), and text areas for 'Notes to Administrator' and 'Notes to Substitute'.

4. Click on Absence Reason Balances

The screenshot shows the 'Absence Reason Balances' page. On the left is a vertical list of categories: Attachments, Preferred Substitutes, and Absence Reason Balances. A blue arrow points to the 'Absence Reason Balances' category. To the right of this list are several input fields for personal information: Phone, Email Address, Title, and Room Number.

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.