

AESOP Leave Approval Process

“Reference List of Absence Reason Codes For Elementary Teachers”

When an absence is entered in the AESOP system, the approver(s) of the request will be notified automatically via email notification. Below is a guide to the pre-approval processing that will occur based on the selected Leave Absence Code.

<u>Employee Leave Absence Codes</u>	
<i>All requests require pre-approvals as indicated</i>	
Reason Code	Pre-Approval Requirement
001 Sick	No Pre-Approval Required
002 Family Sick Leave	No Pre-Approval Required (No more than 5 days per school year)
003 Personal	Building Principal (Combined total of Personal and Personal Emergency Day cannot exceed 5 per school year)
004 Personal Emergency Day **	No Pre-Approval Required
005 Funeral	Building Principal
006 Jury Duty	Building Principal (Used for both jury duty and court subpoena)
007 Military Leave	Human Resources Office
008 Association Day	Human Resources Office (Must obtain prior approval from Association Leadership)

**This code should only be used for a Personal Leave that needs to be taken with under 48 hours' notice due to a personal or family emergency.

Elementary Professional Development/ Committee Work Codes			
<i>**All requests require pre-approval from the Department and/or Building Principal prior to Sub being sought for the position.**</i>			
Reason Codes	Primary Approver	Reason Codes	Primary Approver
013 Elem Curr Dev	Sara Missett	018 Elem Music	David Ehrhart
014 Elem Art	David Ehrhart	019 Elem Science	Paul Joyce
015 Elem H&PE	Robert Fraser	020 Elem Soc Studies	Elisha Ozer
016 Elem L Arts/Reading	Susan Elliot	017 Elem Math	Ian Kerr
<i>Also used for Literacy Data Meetings; Writing/Reading Study Culture; Project Read</i>		<i>Also used for Math Data Meetings</i>	

The above listed codes should be used Prof Development and Committee Meetings

Reason Codes	Primary Approver	Reasons for Use
032 Student Services	Rose Marie Salsbury	
033 Assessment Dept	Pat Verbovszky	PASSA -Prof Development and Committee Meetings
034 Gifted K-8	Sara Missett	GIEP Mtgs, Prof Development, and Committee Meetings
035 ELL	Pat Verbovszky	ELL Mtgs, Prof Development, and Committee Meetings
036 Sp Ed-S/L EHS Pattern	Lisa Phifer	IEP Mtgs, Prof Development, and Committee Meetings
Schools: East HS, Fugett MS, East Goshen, Glen Acres, Exton		
037 Sp Ed-S/L HHS Pattern	Sandy Shacklady White	IEP Mtgs, Prof Development, and Committee Meetings
Schools: Henderson HS, Peirce MS, East Bradford, Fern Hill, Hillsdale, MC Howse		
038 Sp Ed-S/L RHS Pattern	P.J. Dakes	IEP Mtgs, Prof Development, and Committee Meetings
Schools: Rustin HS, Stetson MS, Penn Wood, Starkweather, Westtown Thornbury		
012 Covering Nurse	Sue Leimbach	
040 Principal Approved	Building Principal	
042 Title II	Robert Fraser	Data Analysis (covers: Prog Monitoring, RTI, Child Study) Trainings/Wrksps or Committee Mtgs as appr'd by R. Fraser, R. Sokolowski or S. Missett
043 Libraries	Elisha Ozer	Library -Prof Development and Committee Meetings
044 Technology	Mary Beth Clifton	Technology -Prof Development and Committee Meetings
041 HR Approved Day	Jeff Ulmer	*This code should be used when absent for work under supplemental contract or for professional development approved by HR Office
050 Unpaid Leave	Jeff Ulmer	

Contact Information:

Website Address: www.aesopeducation.com
 AESOP Phone Number: 1-800-942-3767

CCIU Contact Information:

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