

How to Enter a Long Term Leave of Absence into AESOP

Please remember that it is the **EMPLOYEE's** responsibility to enter their absences into AESOP. This does not change during a leave of absence. **ALL** absences should be entered into AESOP by the employee.

1. Log into AESOP.
2. Select the days you will be out. You can select multiple days by clicking on each day.

The screenshot shows the 'Create Absence' form in the AESOP system. The calendar for March 2015 is visible, with the dates from March 02 to March 27 highlighted in blue. The form includes the following fields:

- Substitute Required:** Yes (checked)
- Absence Reason:** Select One (dropdown menu)
- Time:** Full Day (dropdown menu), 08:00 AM to 03:00 PM
- Substitute Report Time:** Full Day (dropdown menu), 08:00 AM to 03:00 PM
- FILE ATTACHMENTS:** DRAG AND DROP FILES HERE (text area)

3. Select the reason. If this is a medical leave of absence I could select "personal illness (sick leave)." If you need to add days with a different reason you can click the "advanced mode" at the top to add a variation. This could be used if you needed to use multiple types of leave and wanted to enter it in one confirmation number.

The screenshot shows the 'Create Absence' form with the 'Absence Reason' dropdown menu highlighted by a red arrow. The selected reason is 'Personal Illness (Sick Leave)'. The 'Advanced Mode' button is visible at the top right of the form.

4. Change your times if needed. Change the sub times if different times are needed.

The screenshot shows the 'Create Absence' form with the 'Time' and 'Substitute Report Time' fields highlighted by a red box. The selected time range is 'Full Day' and '08:00 AM to 03:00 PM'. A red arrow points to the 'FILE ATTACHMENTS' section.

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5. Click “create absence & assign sub” if you have re-arranged with a substitute to cover for you. If you have not pre-arranged with someone click the “create absence” button.

The screenshot shows a horizontal bar with three buttons. From left to right: a grey 'Cancel' button, a white button with a green checkmark and text 'Create Absence & Assign Sub', and a green button with a white checkmark and text 'Create Absence'. A red circle highlights the middle button.

Most Frequently Used Absence Reason Codes:

Accumulated Family Leave	Should be used to care for a family member who is ill.
Accumulated Personal Leave	Should be used for personal reasons, approved by your Administrator.
Bereavement	Should be used when you have had a loss in your family.
Building Professional Development / Activity	Should be used to attend a building based professional development.
Family Illness / Emergency (Family Leave)	Should be used to care for a family member who is ill.
Long Term LOA – No Pay	No Pay - Should be used when on an approved unpaid leave of absence but you still need to assign a sub.
Personal Illness (Sick Leave)	Should be used when you are ill.
Personal Leave (Licensed) Miscellaneous Leave (Classified)	Should be used for personal reasons (defined in bargaining agreement), approved by your Administrator.