

AESOP Leave Approval Process

“Reference List of Absence Reason Codes for Secondary 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.**

Secondary 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	
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022 Sec Curr Dev	Robert Fraser	027 Sec Music	David Ehrhart		
023 Sec Art	David Ehrhart	028 Sec Sci/Tech Ed	Paul Joyce		
024 Sec H&PE	Robert Fraser	029 Sec Soc Studies	Elisha Ozer		
025 Sec Lang Arts	Susan Elliot	030 FCS	Paul Joyce		
026 Sec Math	Ian Kerr	031 Bus Ed/Mktg	Ian Kerr		

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

Reason Codes	Primary Approver	Reasons for Use
032 Student Services	Rose Marie Salisbury	
033 Assessment Dept	Pat Verbovszky	PASSA -Prof Development and Committee Meetings
054 Gifted 9-12	Rose Marie Salisbury	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
<i>Schools: East HS, Fugett MS, East Goshen, Glen Acres, Exton</i>		
037 Sp Ed-S/L HHS Pattern	Sandy Shacklady White	IEP Mtgs, Prof Development, and Committee Meetings
<i>Schools: Henderson HS, Peirce MS, East Bradford, Fern Hill, Hillsdale, MC Howse</i>		
038 Sp Ed-S/L RHS Pattern	P.J. Dakes	IEP Mtgs, Prof Development, and Committee Meetings
<i>Schools: Rustin HS, Stetson MS, Penn Wood, Starkweather, Westtown Thornbury</i>		
012 Covering Nurse	Sue Leimbach	
039 World Language	Dave Ehrhardt	W. Lang -Prof Development and Committee Meetings
040 Principal Apprvd	Building Principal	
042 Title II	Robert Fraser	Data Analysis (covers: Prog Monitoring, RTI, Child Study) Trainings/Wrksps or Committee Mtgs as apprvd 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:

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