

## **AESOP Process for Support Staff** **“Reference List of Absence Reason Codes”**

**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.**

<b><u>Employee Leave Absence Codes</u></b>	
<i>All requests require pre-approvals as indicated</i>	
<b>Reason Code</b>	<b>Pre-Approval Requirement</b>
001 Sick Day	No Pre-Approval Required
002 Family Sick Leave	No Pre-Approval Required <span style="float: right;"><i>(No more than 5 days per school year)</i></span>
003 Personal Day	Building Principal
004 Personal Emergency Day*	No Pre-Approval Required
005 Funeral (Bereavement Leave)	Building Principal
006 Jury Duty	Building Principal
007 Military Leave	Human Resources Office
008 Association Day	Human Resources Office
009 Vacation Day**	Building Principal

*\*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.*

*\*\*This code will only be available for 12-month secretarial staff*

<b><u>Professional Development/ Committee Work Codes</u></b>	
<i>**All requests require pre-approval from the Department and/or Building Principal prior to Sub being sought for the position.**</i>	
<b><u>Pupil Services Reason Codes</u></b>	<b>Pre-Approval Requirement</b>
035 ELL	Supervisor of ELL
036 Special Education: East HS Feeder Pattern <i>Schools: East HS, Fugett MS, East Goshen, Glen Acres, Exton</i>	Supervisor of Special Education
037 Special Education: Henderson HS Feeder Pattern <i>Schools: Henderson HS, Peirce MS, East Bradford, Fern Hill, Hillsdale, MC Howse</i>	Supervisor of Special Education
038 Special Education: Rustin HS Feeder Pattern <i>Schools: Rustin HS, Stetson MS, Penn Wood, Starkweather, Westtown Thornbury</i>	Supervisor of Special Education
<b><u>Other</u></b>	
040 Principal Approved	Building Principal
041 Human Resources Approved Day	Human Resources Office

*\*This code should be used when absent for work under supplemental contract or for professional development approved by HR Office*

### **Contact Information:**

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