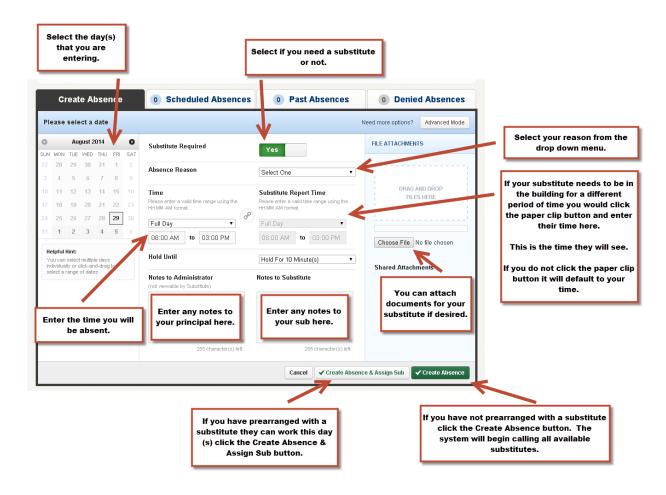
How to Enter an Absence into AESOP:



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 Leave of Absence	No Pay - Should be used when on an approved
	unpaid leave of absence.
Personal Illness (Sick Leave)	Should be used when you are ill.
Personal Leave	Should be used for personal reasons, approved
	by your Administrator.

Revised: 09/04/2014