

Aesop Reminders for Licensed Employees

07-Personal(Special) Leave Absences

Employees cannot assign a sub to 07-Personal(Special) because this absence reason requires prior approval from your site administrator.

If you have prearranged with a sub to cover a 07-Personal(Special) absence, please list the prearranged sub in the **Notes to Administrator (not viewable by Substitute)** section (it's in blue text) when making the request. Employees should NOT list any sub there unless the sub has ALREADY agreed to work the job. The Notes to Administrator could look like this for example:

Prearranged: Jane Doe

Site administrators have been instructed to check the Notes to Administrator when approving. If they see a prearranged sub, they will assign that sub immediately after approving the leave request.

Professional Learning Absences

Several of the professional learning absences also require prior approval in Aesop before a sub can be assigned. This is true when the budget paying for the sub is not the employee's own site budget.

The same procedure described above should be used. List a prearranged sub in the Notes to Administrator for the following absence reasons. (Remember: Employees should NOT list any sub there unless the sub has ALREADY agreed to work the job.)

Please coordinate with the appropriate approver BEFORE using these reason codes.

Absence Reason	Paid By	Approver
10-AEA Business Lv	District	Carl Walker
26-AGATE	Grants	Ellen Brindley
33-Grants	Grants	Ellen Brindley
36-ELA-ELPA	ELA	Sylvia Eldredge
37-Title III	Grants	Ellen Brindley
56-Assessment Duty	Division of Accountability and Research	Charlotte Fowler
82-DOI Mentor Req	Division of Instruction	Valli Jo Pederson
83-DOI Article 20	Division of Instruction	Valli Jo Pederson
84-DOI Article 21	Division of Instruction	Valli Jo Pederson
85-DOI DistTchrLdr	Division of Instruction	Valli Jo Pederson
86-DOI Paras	Division of Instruction	Valli Jo Pederson
87-DOI MONDO	Division of Instruction	Valli Jo Pederson
88-DOI Supt. Req	Division of Instruction	Valli Jo Pederson
89-DOI LabClassrooms	Division of Instruction	Valli Jo Pederson
90-DOI DistCoach Req	Division of Instruction	Valli Jo Pederson
91-DOI CurriculumReq	Division of Instruction	Valli Jo Pederson
92-DOI Inst. Req	Division of Instruction	Valli Jo Pederson
93-DOI ProfDevGen/Oth	Division of Instruction	Valli Jo Pederson
94-Title One	Title I	Denise Givant
95-Sp Ed Staff Dev	Exceptional Student Services	Melodie Morris

Preferred Subs

Be sure to enter use the Preferred Substitutes link to rank your Favorite Five subs.

Notes to the Sub

This is a great place to communicate with the sub. It is especially important that TOSA's enter a note explaining what kind of classroom the sub will be working in as the title, "Teacher on Special Assignment," does not give the sub enough information.