

## Aesop Reminders for Licensed Employees

### 07-Personal(Special) Leave Absences

All Personal Leave absence requests must be prearranged with your supervisor. You may assign a sub to the request if you have already spoken with the sub and if the sub has agreed to work the job. *However, if the personal leave request is denied, any substitute that was assigned will be cancelled and notified via e-mail.*

### Professional Learning Absences

Several of the professional learning absences 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.

If you have prearranged with a sub to cover any of the absence reasons in the table below, 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**

Approvers 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. Please coordinate with the person who is planning the professional development or the appropriate approver BEFORE using these reason codes.

Absence Reason	Paid By	Approver
10-AEA Business Lv	District	Sub Office
26-AGATE	Grants	Grants
33-Grants	Grants	Grants
34-Math Sci Partner	Grants	Grants
34-Tiered Intervent	Grants	Grants
36-ELA-ELPA	ELA	ELA
37-Title III	Grants	Grants
56-Assessment Duty	Division of Accountability and Research	Accountability and Research
82-DOI Mentor Req	Division of Instruction	Instruction
83-DOI Article 20	Division of Instruction	Instruction
84-DOI Article 21	Division of Instruction	Instruction
85-DOI DistTchrLdr	Division of Instruction	Instruction
86-DOI Mill Funds	Division of Instruction	Instruction
87-DOI MONDO	Division of Instruction	Instruction
88-DOI Supt. Req	Division of Instruction	Instruction
89-DOI LabClassrooms	Division of Instruction	Instruction
90-DOI DistCoach Req	Division of Instruction	Instruction
91-DOI CurriculumReq	Division of Instruction	Instruction
92-DOI Inst. Req	Division of Instruction	Instruction
93-DOI ProfDevGen/Oth	Division of Instruction	Instruction
94-Title One	Title I	Title I
95-Sp Ed Staff Dev	Exceptional Student Services	Exceptional Student Services

### Preferred Subs

Be sure to enter use the Preferred Substitutes link to rank your Favorite Five subs and rank them 1 to 5.

### Notes to the Sub

This is a great place to communicate with the sub. It is especially important to enter a note explaining what kind of classroom the sub will be working if your Aesop title, (EX: TOSA, Special Ed) does not give the sub enough information.

You can also **Upload** documents, lesson plans, etc. that the sub can download from the Web before coming to the school.