

The below absence and vacancy reasons are available to you in AESOP. You should always verify that the correct reason has been chosen when reconciling your absences and/or vacancies in AESOP. Refer to the Timekeeping Definitions sheet if you need clarification.

Items in RED require an Accounting Code to be selected in AESOP

<u>ABSENCE REASONS</u>	<u>CDH CODES IN TIMECARD ONLINE</u>
Admin Leave w/o Pay	3619
Admin Leave w/Pay	3620
Association Leave	3615
Athletic Leave Absen	3632
Bereavement	3608
Child Rearing	These are adjusted to 750 pay screens
Community Service	3625
<i>Exclusion - No Leave</i>	- New
External Billing	3644
Family Illness	3607
Field Trip Absence	3634
Jury Duty	3612
Military Leave	3613
ParentInvolvUseAcct*	3641
Personal Business	3610
Prep Period Usage	3640
ProfDevGen*UseAcct*	3649
ProfDevGrnt*UseAcct*	3647
ProfDevSiteOperating	3646
Public Office Leave	3629
School Business-Dist	3644
School Business-Site	3641
Sick Leave	3601
Sub Error \$10	-
Suspended w/o Pay	3621
Testing	3641
Transition Meetings	3644
Unauthorized Absence	3624
Unforeseen Circumsta	3631

VACANCY REASONS

- Central Office Directed
- Intervention-General Fund High School
- Intervention-Grant Fund *Choose Accounting Code*
- JAG Absence
- Planned Learning Committee
- Principal Directed
- Roving Sub
- Roving Sub - External Agencies
- Roving Sub -PD *Choose Accounting Code*
- Speech Pathologist
- Testing
- UHR Sub Filling Vacancy
- Unfilled Allocation