

AESOP Absence /Vacancy Reasons

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

ABSENCE REASONS	CDH CODES	VACANCY REASONS
Admin Leave w/o Pay	3619	Central Office Directed
Admin Leave w/Pay	3620	Intervention-General Fund High School
Association Leave	3615	Intervention-Grant Fund *Choose Accounting Code*
Athletic Leave Absen	3632	JAG Absence
Bereavement	3608	Planned Learning Committee Principal Directed
Child Rearing - These are adjusted to 750 pay screens		Roving Sub
Community Service	3625	Roving Sub - External Agencies
External Billing	3644	Roving Sub -PD *Choose Accounting Code*
Family Illness	3607	RtH Sub Filling Vacancy
Field Trip Absence	3634	Speech Pathologist
Jury Duty	3612	SPED - GENFUND
Military Leave	3613	SPED - GRANT FUNDED
ParentInvolvUseAcct*	3641	Testing
Personal Business	3610	Unfilled Allocation
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	
Sick - Approved LOA	3601	
Sub Error \$10	-	
Suspended w/o Pay	3621	
Testing	3641	
Transition Meetings	3644	
Unauthorized Absence	3624	
Unforeseen Circumsta	3631	