

# 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\***

<b>ABSENCE REASONS</b>	<b>CDH CODES</b>	<b>VACANCY REASONS</b>
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 <b>*Choose Accounting Code*</b>
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	<b>Roving Sub -PD *Choose Accounting Code*</b>
Family Illness	3607	RtH Sub Filling Vacancy
Field Trip Absence	3634	Speech Pathologist
Jury Duty	3612	SPED - GENFUND
Military Leave	3613	SPED - GRANT FUNDED
<b>ParentInvolUseAcct*</b>	3641	Testing
Personal Business	3610	Unfilled Allocation
Prep Period Usage	3640	
<b>ProfDevGen*UseAcct*</b>	3649	
<b>ProfDevGrnt*UseAcct*</b>	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	