

*Series 4000 – Personnel*

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4260

Certificated and Classified Personnel

## **EMPLOYEE ABSENCE REPORTING INSTRUCTIONS**

**Pre-Scheduled Absence:** (Personal Necessity, School Business, Vacation, etc.)

The employee must enter their absence in the automated absence/substitute calling system – AESOP. There are two ways to enter an absence, either via computer at [www.aesoponline.com](http://www.aesoponline.com) or via telephone at 1-800-942-3767. If the absence requires approval, based on the absence reason, after the absence is entered into AESOP, an email will be automatically generated by the system to the employee's supervisor requesting approval of the absence.

The employee must then login to the AESOP system in order to determine if the absence has been approved or denied. This is the only method for an employee to view the results of the requested absence. If an employee does not have access to a computer, the employee may utilize a computer in the Human Resources Department at the County Office.

The employee must receive approval prior to taking the requested time off, or the employee will be docked their full daily rate, and could be subject to disciplinary action.

**Unscheduled Absence:** (i.e., illness, sick child, etc.)

The employee must enter their absence in the automated AESOP system (either via computer or telephone) and instruct the system to schedule a substitute if necessary.

In addition, employees must follow their department protocol and contact (via telephone) either their supervisor, site secretary, or other designee informing them of their absence.

Employees are expected to enter their absences in a timely manner (especially if a substitute is necessary). The AESOP system will allow classroom staff to enter absences up to one hour before their start time. Non-classroom employees are able to enter their absence up to the end of the work day the day of the absence (for those not requiring a sub). After that time, employees must contact the Human Resources Department for assistance.

Failure to report absences is grounds for disciplinary action.