

TO: Paraprofessional, Interpreter Technicians, Receptionist/Clerks and 10 and 11 Month Secretaries

FROM: Ruth Bankhead, Director of Human Resources, Non-Instructional *RB*

RE: Clarification of Reporting an Absence in AESOP

DATE: February 4, 2015

In order to clarify the responsibility of the above classifications as it relates to an absence, the following will take effect immediately:

When you will be absent on a regularly scheduled work day, you are required to:

1. Contact your building supervisor to notify them of the absence along with the reason.
2. Put your absence into the AESOP system and if a substitute is required, make sure you add that.

For paraprofessionals and interpreter technicians, on the no student days or half-days where you must take vacation or no pay, you do not need to put your absence in the AESOP system

For 10 and 11 month building secretaries and receptionist/clerks who are allowed to choose to work or choose to take vacation or no pay, those absences need to be recorded in AESOP.

For 10 and 11 month building secretaries and receptionist/clerks who are required to take vacation or no pay days, those days do not need to be entered into AESOP.

Also please be reminded that personal business requires you to notify your supervisor in advance that you will be taking personal business either full day or in two-hour increments. If you are taking personal business in less than two-hour increments, you need approval from your supervisor.

I want to thank you in advance for your continued cooperation.

cc: General Administrators

 Building Secretaries

 Rene Ziaja, DFSE President