

## Leave Day Request Absent Request Reasons / Definitions

The following document gives an explanation for each absence request in AESOP or the location where the definition can be found in the contract.

This form matches the exact wording in AESOP.

1. **Illness – Family or Self:** ARTICLE VIII Section A and B
2. **Medical Appointment:** ARTICLE VIII Section A and B
3. **Funeral / Bereavement:** ARTICLE VIII Section C
4. **Personal Day:** ARTICLE VIII Section D
5. **Jury Duty:** ARTICLE VIII Section F
6. **Member Paid Leave:** ARTICLE VIII Section G
7. **District Testing:** This absence is to be used when the employee is missing class to administer or supervise district tests, such as benchmark or state tests. This absence needs to be set up in advance with the building administrator.
8. **School Improvement / Curriculum Work:** This absence is to be used anytime the employee is missing class to work on curriculum or to meet about school or district topics. (School Improvement Work is not Professional Development)
9. **Individual Requested PD:** ARTICLE VIII Section E
10. **PD / Conference Requested by District:** This absence is for Professional Development that the district has requested the employee attend based on School Improvement Plan or needs of the school / district.
11. **Conference: District Reimbursed for Sub:** This absence is for employees who are attending a conference or workshop, where the outside entity is paying for the sub costs for the district.
12. **Conference Sub Paid from Title II:** This absence is for employees who are attending a conference or workshop where the sub is paid for out of the Title II budget. Please check with administration prior to selecting this option.