

Employee Professional Leave Request Procedures (Effective 10/9/15)

Enter Professional Leave Request in Aesop as you normally do, using one of the following absence codes:

1. Professional-Workday
 - a. On a normally scheduled workday
2. Professional-NWorkda
 - a. Not a normally scheduled workday
 - i. Weekend, holiday, summer break

In the “Notes to Administrator” box:

1. Enter the reason for the request
 - a. Specific conference, training, or other misc. event
2. Enter the location of the event

The professional leave request will be automatically routed to your Principal for 1st level approval, and to the Acting Assistant Superintendent for Instruction for 2nd level approval.

1. You will receive an e-mail notification when your Principal approves or denies the professional leave request.
2. You will receive a second e-mail notification when the Acting Assistant Superintendent for Instruction approves or denies the requested professional leave

Please note that both the 1st and 2nd levels of approval are required prior to attendance to a professional leave event

You may need to check your “Quarantined” or “Clutter” folders for these e-mail notifications.

Professional Leave Requests should no longer be entered in Sharp School