

AESOP Absence Reason Codes - Non-Teaching



Absence Title	Absence Description	Approval
SICK LEAVES		
Sick Employee	Sick Employee	Principal/Supervisor
Sick Medical Employee	Medical Appointments for Employee	Principal/Supervisor
Sick Medical Family	Medical Appointments for Family (only within first 11 sick days)	Principal/Supervisor
Sick Child	Illness of Child (capped as per Collective Agreement)	Principal/Supervisor
OTHER LEAVES		
Banked OT Taken	Banked Overtime Taken	Principal
Bereavement Leave	Bereavement Leave	Principal/Supervisor
Compassionate	Compassionate	HR
EA-FASD Replacement	EA-FASD Replacement	Principal
Floater	Floater	Principal/Supervisor
HeadcustRLS	Head Custodian Replacement Release	Area Supervisor
Inclement Weather	Inclement Weather	HR
Jury-Witness Duty	Jury - Witness Duty	Principal/Supervisor
Leave With Pay	Leave with Pay	Princ/Sup; HR
Leave Without Pay	Leave without Pay	Princ/Sup; HR
Maternity	Maternity Leave	Principal/Supervisor
OPC Meeting	Ontario Principal Council Meeting	SOE-D/K
Quarantine - WP	Quarantine - With Pay	HR
Recognition Release	Staff Recognition Night - Release	Principal/Supervisor
Vacation	Vacation	Principal/Supervisor
UNION LEAVES		
Union Board	Union Leave - Board	FED, HR
Union CUPE Local	Union Leave - CUPE Local	FED, HR
Union CUPE Prov	Union Leave - CUPE Prov	FED, HR
Union ESP Local	Union Leave - ESP Local	FED, HR
Union ESP Prov	Union Leave ESP Provincial	FED, HR
Union OCL Local	Union Leave - OCL Local	FED, HR
Union OCL Prov	Union Leave - OCL Provincial	FED, HR
Union Negotiations	Union Leave - Negotiations	FED, HR
PD/MEETINGS		
Early Lit Support	Early Literacy Support	Principal
Efficacy	Efficacy Working Group	Principal
EPCI	Early Primary Collaborative Inquiry	Principal
External Rec	External Recoverable	Principal
FSL	French as a Second Language	Principal

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FDELKP	Full Day Early Learning Kindergarten Program	Principal
HR Training	Human Resources Training ie. First Aid, OHS	HR
ISST	In School Support Team Meetings	Principal
Literacy	Literacy	Principal
NTIP	New Teacher Induction Program	Principal
NTIP Committee	NTIP Steering Committee	Principal
Safe & Accepting Schools	Behaviour Intervention	SOE-K
Safe Schools	Safe Schools	Principal
School Based Release	School Based Release	Principal
Schools Mental Hlth	Schools Mental Health	Principal
SEA Training	SEA Assistive Software Training	Principal
SEF PLC	School Effectiveness PLC	Principal
Special Ed Meeting	Special Education Meeting	Principal
Special Ed Training	Special Education Training	Principal
SSLI	Student Support Leadership Initiative	Principal
SSStuSupp	Student Success Student Support	Principal
StudentActiv-Specify	Student Activity	Principal
Stud Success Central	Student Success Central	Student Success Lead
TLLP	Teacher Learning Leadership Program	Principal