

WAHLUKE SCHOOL DISTRICT
2021-2022 SCHOOL YEAR

STAFF LEAVE AND SUBSTITUTE SERVICE PROCEDURES

- All staff leave is required to be entered into the Frontline/AESOP system whenever you are not in your contracted assignments. Early Releases / Parent Conferences you are still required to work your full contracted hours or take appropriate leave.
 - This can be done via phone or computer from any location up to 365 days in advance.
 - The AESOP system will arrange all substitute needs when used properly. If requesting a specific sub those must go through Jessica Ledezma via email, jledezma@wahluke.net. She will take care of the absence and arranging the substitute for you if possible. The more notice you can give the higher chance of getting the requested sub as they may be working already.
 - If your position requires a substitute the absence should be entered as soon as you are aware of the need to allow for the most opportunities to fill the position and **no later than 6:00 AM** of the same day a substitute is needed.
 - If you require a substitute **after 6:00AM** for the current workday, you must call your **supervisor/principal directly**. Please have their contact information in your personal cell.
 - The earlier you contact the AESOP system the easier it will be to ensure you have proper substitute coverage. Certified subs have the ability to view jobs 60 days in advance. Preferred subs can view 120 days in advance. Please contact Jessica to add preferred subs to your list.
 - Send any potential substitutes our way. Have them call the main office 509-932-4565.
 - Check the AESOP website at www.aesoponline.com to receive further training. If you have any other questions regarding AESOP contact Jessica Ledezma, our district substitute coordinator.
 - Steps to use AESOP
 - Go to www.aesopeducation.com
 - Log on using the information provided on your welcome letter.
 - Check the Message Box for any “web alerts” we have posted.
 - Check “Create an Absence”
 - Check start date and end date
 - Choose an absence reason from the list provided
 - Check if a sub is required
 - Place any needed notes, (the TITLE of all Conferences / Trainings must be entered into the administrator notes for possible Grants coding to pay for your substitute)
 - Check Next, confirm and print for your files
- OR
Call 1-800-942-3767 to enter your absence and follow instructions

All Personal Leave and Conferences / Trainings must be pre-approved by your supervisor prior to you being released from your contract. AESOP will send an email to your supervisor when you enter these absences; it is YOUR responsibility to make sure it is approved. **If your supervisor denies your absence request the absence will be deleted from the system without notification.**

“It is the desire of the district to not approve unpaid leave except in extreme cases.”