

AUTOMATED SUBSTITUTE CALLING SYSTEM

When it is necessary to be absent, it is the employee's responsibility to notify the immediate supervisor and the sub-caller at the earliest opportunity to indicate the probable duration of the absence. All the employees will call in their leave days through the [AESOP](#) automated substitute caller system or go to [AESOP](#) online and enter them on the computer. If employees encounter problems, they may reach the Employee Benefits Office at 433-0141. The phone will be answered from 7:30 am to 4:30 pm.

Professional, School Business, Jury Duty, Vacation, Personal, Athletic, etc. must be requested on the appropriate leave request form and/or [AESOP](#) and submitted to the building supervisor at least (5) days prior to the date of the requested leave. Entering this information in a timely manner is imperative in order for the substitute calling system to function properly.

Please remember only current substitutes can be used.