LEAVE REQUEST FORM

NAME: ___________________________ EMPLOYEE#: __________ WORK SITE: ___________________________

DATES OF ABSENCE: ______________ through ______________ Work Days Involved: ______________

Reason for absence (check below):

☐ Negotiations - District Sponsored
☐ Insurance Committee - District Sponsored
☐ Interview Panel - District Sponsored
☐ HTA Site Rep Employee Representation - District Sponsored
☐ HTA Union Business (Billed to HTA when sub is utilized) Name of sub (if known): ______________
☐ Other: ___________________________________________________ (explanation)

_________________________________________       Date
Employee signature

_________________________________________       Date
Administrator/Manager

_________________________________________       Date
HTA President/Designee Signature

How to use AESOP for HTA/Union Business

1. Ensure that you have been directed by or have permission from, HTA to use Union release time for HTA or Union business. Contact htaoffice@htaonline.org for further information.
2. Log in to AESOP

3. Use the drop down menu to select “School Business”

4. In the “Notes to Administrator” box enter on of the above reasons for absence.

5. Create Absence