



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)

Employee signature _____
Date

Administrator/Manager _____
Date

HTA President/Designee Signature _____
Date

How to use AESOP for HTA/Union Business

- 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.
- Log in to AESOP

3. Use the drop down menu to select "School Business"

4. In the "Notes to Administrator" box enter one of the above reasons for absence.

5. Create Absence