

**All Personnel**

AR 4121.3

4221.3

**ABSENCE ADD/DELETE/CHANGE FORM**

4321.3

“Absence Add/Delete/Change form” has been created to allow employees the opportunity to correct an absence previously entered in the Aesop.

The employee should initiate the form when there has been a change for the reason, date, length of time, and/or the employee neglected to enter the absence. If the supervisor decides to disapprove the change, the reason should be specified on the form. The form will then be forwarded to the Payroll Department of the change and the correction will be made to the Aesop. The Payroll Department will then notify the Human Resources Department. All employees must submit changes in keeping with district leave policy. (See AR 4121.2, 4221.2, 4321.2)

If you have questions regarding any details of this procedure, please contact the Human Resources Department system.