Vacation Day/Undesignated Personal Day Request Form

Please complete and return to your immediate supervisor for approval
at least one day in advance of absence.

Staff should assume the responsibility for reporting their absence by visiting AESOP online at www.aesoponline.com or by calling (800) 942-3767.

Staff Members's Name: _____
(Print)

Request for Vacation Day (s) on: _____

Request for Undesignated Personal Day (s) on: _____

_____ _____
Staff Member's Signature **Date**

Approved _____ _____
Immediate Supervisor's Signature Date

Disapproved _____ _____
Immediate Supervisor's Signature Date

Updated: 9/20/21