Aesop Process for

Critical Day Personal Leave requests

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Employee requests "Personal Leave"  →  Principal checks if it falls on Critical Day
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Principal checks if it falls on Critical Day branches to:

- If it falls on critical day, Principal evaluates the situation
- If it is not on critical day, the absence reason remains as "Personal Leave"

If it falls on critical day, Principal evaluates the situation branches to:

- If Principal approves it, change the absence reason to "Critical Day-Personal", then click APPROVE
- If Principal denies it, change the absence reason to "Leave W/O Pay" then click APPROVE

If Principal approves it, change the absence reason to "Critical Day-Personal", then click APPROVE → After Principal approves Critical Day-Personal leave, it routes to Superintendent for Level 2 approval

If Principal denies it, change the absence reason to "Leave W/O Pay" then click APPROVE → Notify the employee this leave will be without pay

After Principal approves Critical Day-Personal leave, it routes to Superintendent for Level 2 approval branches to:

- If Superintendent approves it, HR will change the absence reason back to "Personal Leave" for proper leave balance deduction
- If Superintendent denies it, Aesop cancels the absence request and notifies the employee. Employee will create a new absence request for "Leave W/O Pay"