

Reason Codes Explanation

***Admin Coverage** – When a teacher leaders is covering for the administrator – only available for Secretaries to input.

Court Witness – Required to appear as a witness in court. If you are a party to the action you must take personal leave or unpaid leave.

***District Request** - Only to be used when instructed by Human Resources

Emergency – Leave for situations that happen last minute and are unable to take care of outside of work hours. (System requires a note to administrator regarding what the emergency is)

Personal – Leave will be limited to situations which the unit member cannot address at times other than during the workday. Not to be used as vacation or recreational purposes and request must be made one week in advance.

Family Illness – Illness of a member of the immediate family

Field Trip – District sponsored trips with students

Funeral Leave – Death of immediate family, relative, or friend

In-service School – School In-service; PD or workshop

In-service District – District/Department In-service; PD or workshop

Jury Duty – Subpoenaed for jury duty

***Leave of Absence** – District granted Leave for more than 5 days – only available for Secretaries to input.

Military – Leave needed to perform the required military duty in any branch of the armed forces of the United States

Professional Leave – Per PPS/PAT Collective Bargaining agreement for employees to

choose to attend a workshop; conference or seminar related to their assignment for their professional development. No more than 4 days per year. (System max)

***School Needs** – Building needs to have a teacher out of the classroom for building purposes per building administration – only available for Secretaries to input.

Sick/Illness – Illness of employee or medical appointment

Unpaid Absence – Time off requested and approved by building administrator when you do not have paid time to take for extraordinary circumstances

Union Business Union– Leave related to union business that was requested by the Union.

Union Business District – Leave related to union business that was requested by the District.

Workers Compensation – Job related accident