

## ABSENCE CODE BREAKDOWN

<b>All chargeable absences are limited to the number of days available to each staff member.</b>			
There is a five (5) day maximum per year which comprises two (2) Personal Days, and three (3) Other or Religious Observance days. The other category includes days such as Moving, Closing, Graduation, applicable Death of Relation, etc. There must be a balance in your Personal Illness bank to utilize any absence codes mentioned above.			
ABSENCE CODES	DESCRIPTION	# OF DAYS PERMITTED EACH YEAR	PINK FORM
<b>C</b>	Closing (Real Estate)	1 day*	required
<b>E</b>	Professional or Civil Service Exam	2 days* <b>DOCUMENTATION REQUIRED</b>	required
<b>F</b>	Family Illness	7 Per year - Accrued to 21 in 3 yrs <b>Dr.'s note required on 3rd day of absence</b>	
<b>FM</b>	Family Medical Leave Act	12 weeks <b>Form is required from the Office of Human Resources</b>	
<b>G</b>	Graduation	1 day (per graduate)* High School or College only day taken must be actual day of graduation <b>Note School attending on form</b>	required
<b>I</b>	Personal Illness	Accrued <b>Dr.'s note required on 6th day absence</b>	
<b>J</b>	Jury Duty	No limit - Not Chargeable (record on timesheet) <b>DOCUMENTATION REQUIRED</b>	
<b>L</b>	Leave without Pay	Contingent upon conditions stated in Policy 6540.1	required
<b>M</b>	Moving	1 day*	required
<b>P</b>	Personal Day	2 days*	required
<b>Q</b>	Quarantine	no limit	required
<b>R</b>	Religious Day	3 days*	required
<b>S</b>	Suspended without pay	No limit	
<b>U</b>	Union Business	20 (PCT) (Separate Forms used) 3 (CUPCT) (Separate Forms used)	
<b>V</b>	Vacation	As per contract & length of employment	
<b>W</b>	Workers Compensation	25 days- Custodians 10 days- Aides 180 days- Teachers/Clerical	
<b>BD</b>	Borrowed from District	28 days	
<b>BU</b>	Borrowed from PCT Union	90 days Lifetime - Teachers & Clericals	
<b>CD</b>	Court Appearance (District)	No limit - Not Chargeable (record on timesheet) <b>DOCUMENTATION REQUIRED</b>	required
<b>CT</b>	Court Appearance (Personal)	No limit - Chargeable * (record on timesheet) <b>DOCUMENTATION REQUIRED</b>	required
<b>CF</b>	Conference	No limit	
<b>CO</b>	Compensatory Time	Must be approved by Supervisor & Central Office Administration (recorded on timesheet)	

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ABSENCE CODES	DESCRIPTION	# OF DAYS PERMITTED EACH YEAR	PINK FORM
<b>DF</b>	Death in Family	3 days (Per Death)- Grandparents, Mother-in-Law, Father-in-Law, Grandchild Not Chargeable	required
<b>DI</b>	Death in Immediate Family	5 days (Per Death)- Mother, Father, Sister, Brother, Spouse, Child Not Chargeable (must be contiguous days includes holidays, not weekends)	required
<b>DR</b>	Death of Relation	1 day* (Per Death) - Aunt, Uncle, Sister-in-Law, Brother-in-Law, Niece, Nephew Note: <b>Other</b> is checked off on pink form  Note: Cousins, Friends, In-Laws of friends or family, etc. <b>Personal Day</b> is checked off on pink form and is Chargeable	required
<b>EN</b>	Entitlement Day	4 Days- 10,11, & 12 Month Clericals & Confidentials Only <b>(Special Form is provided by HR office)</b>	
<b>ML</b>	Military Leave	No limit	
<b>SB</b>	School Business, Field Trips, Meetings, Etc.	No limit	
<b>SP</b>	Suspended with pay	No limit	
<b>TD</b>	Travel Day	1 day for death of relation (Personal Day Line)	required
<b>BC</b>	Breast Cancer Screening	up to 4 hours <b>Form available on the POB HR website</b>	required
<b>PC</b>	Prostate Cancer Screening	up to 4 hours <b>For available on the POB HR website</b>	required
<b>BS</b>	Blood Donors	up to 3 hours <b>Form available on the POB HR website</b>	required
<p><b>*These days fall under the <u>Personal</u> &amp; <u>Other</u> categories and are limited to a total of 5 per year. They are charged to the sick leave category. If someone has no accumulated sick leave, they are not entitled to Personal Days or Family Illness Days.</b></p>			