

ABSENCE CODE BREAKDOWN

ALL CHARGEABLE ABSENCES ARE LIMITED TO NUMBER OF DAYS AVAILABLE TO EACH STAFF MEMBER

NOTE: REGARDING PERSONAL DAYS - THERE IS A FIVE (5) DAY MAXIMUM 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.

ABSENCE CODES	DESCRIPTION	# OF DAYS PERMITTED EACH YEAR	PINK FORM
C	Closing (Real Estate)	1 day*	required
E	Professional or Civil Service Exam	2 days*	required
F	Family Illness	7 Per year - Accrued to 21 in 3 yrs	
FM	Family Medical Leave Act	12 weeks	
G	Graduation	1 day (per graduate)* High School or College only day taken must be actual day of graduation	required
I	Personal Illness	Accrued	
J	Jury Duty	No limit - Not Chargeable (record on timesheet) DOCUMENTATION REQUIRED	
L	Leave without Pay	Contingent upon conditions stated in Policy 6540.1	required
M	Moving	1 day*	required
P	Personal Day	2 days*	required
Q	Quarantine	no limit	required
R	Religious Day	3 days*	required
S	Suspended without pay	No limit	
U	Union Business	20 (PCT) (Separate Forms used) 3 (CUPCT) (Separate Forms used)	
V	Vacation	As per contract & length of employment	
W	Workers Compensation	25 days- Custodians 10 days- Aides 180 days- Teachers/Clerical	
BD	Borrowed from District	28 days	
BU	Borrowed from PCT Union	90 days Lifetime - Teachers & Clericals	
CD	Court Appearance (District)	No limit - Not Chargeable	required
CT	Court Appearance (Personal)	No limit - Chargeable *	required
CF	Conference	No limit	
CO	Compensatory Time	Must be approved by Supervisor & Central Office Administration (recorded on timesheet)	
DF	Death in Family	3 days (Per Death)- Grandparents, Mother- in-Law, Father-in-Law, Grandchild Not Chargeable	required
DI	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

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DR	Death of Relation	1 day* (Per Death) - Aunt, Uncle, Sister-in-Law, Brother-in-Law, Niece, Nephew Note: Other is checked off on pink form Note: Cousins, Friends, In-Laws of friends or family, etc. Personal Day is checked off on pink form and is Chargeable	required
EN	Entitlement Day	4 Days- 12, 10 & 10 1/2 Monthly Clericals & Confidentials Only (Special Form is Provided)	
ML	Military Leave	No limit	
SB	School Business, Field Trips, Meetings, Etc.	No limit	
SP	Suspended with pay	No limit	
TD	Travel Day	1 day for death of relation (Personal Day Line)	required
BC	Breast Cancer Screening	up to 4 hours "Employee Request for Excused Medical Leave" form and written proof from doctor is required	
PC	Prostate Cancer Screening	up to 4 hours "Employee Request for Excused Medical Leave" form and written proof from doctor is required	
BS	Blood Donors	up to 3 hours "Employee Request for Excused Medical Leave" form and written proof from doctor is required	
<p>*These days fall under the <u>Personal & 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.</p>			