

REASON CODES

SICK LEAVE PAID:

110 For illness of employee or that of persons specified in the Master Contract.

PERSONAL LEAVE PAID:

220 Limit per Collective Bargaining Agreements. Administrative and Professional contracts limited per School Board Rule. Charged to accrued sick leave. Must be approved in advance.

ANNUAL LEAVE PAID:

330 Pertains only to Educational Support, Administrative, Professional and twelve-month Instructional personnel. Must be approved in advance.

UNPAID LEAVE:

440 Personal - Administrative and Instructional personnel may be granted personal leave without pay by the school board. This leave will protect the contractual status of the person involved but will be without pay. Anyone on leave without pay for an extended period must fill out an **FR-28 or TR-28** form. This must be submitted at time of request for leave.

441 Sick- Same as sick leave code 110 but is unpaid.

442 Suspension without pay.

444 Annual Leave without pay. Same as annual leave code 330 but is unpaid.

TEMPORARY DUTY - PAID LEAVE NOT CHARGED TO ANY ACCRUED LEAVE:

650 Union EEA. To be used for union related leave. (Prior approval by Union and Director of Human Resources.)

655 Union EEC/CA, EESPA, or EASE. To be used for union related leave. (Prior approval by Union and Director of Human Resources.)

660 Jury Duty. Any employee may receive full pay while on jury/legal duty. However, to receive such pay the employee must submit pay received from the Court to the School District Finance Department. The employee may keep travel pay received from the Court.

661 Legal Duty. Any employee may receive full pay while on jury/legal duty. However, to receive such pay the employee must submit pay received from the Court to the School District Finance Department. The employee may keep travel pay received from the Court. If subpoena is issued, a copy should be attached. Explain purpose of subpoena in area designated for explanation.

662 Military Leave. Such leaves will be granted to employees who are required to serve in the Armed Forces. A copy of the official orders must be attached.

663 Suspension with pay.

665 Professional. Professional Leave is authorized leave to attend or participate in professional meetings or to enroll at an accredited college. Specify if pre-school, post-school or retraining leave.

670 In-county field trip/conference/workshop --no substitute.

671 In-county field trip/conference/workshop --substitute charged to same account as person on leave.

672 In-county field trip/conference/workshop --substitute charged to different project.

673 In-county field trip/conference/workshop --substitute charged to Beginning Teacher Program.

680 Out-county field trip/conference/workshop --no substitute.

681 Out-county field trip/conference/workshop --substitute charged to same account as person on leave.

682 Out-county field trip/conference/workshop --substitute charged to different project.

WORKER'S COMP LEAVE - Must contact Risk Management at 469-6159 for approval prior to using:

443 Workers' Compensation Without Pay. Employee out on leave and is being paid by workers' compensation.

710 Job Injury with pay (Worker's Comp). Injury received while on the job. Specify type of injury. Doctor's statement is required.

711 Job Injury using sick leave. Injury received while on the job. Specify type of injury. Doctor's statement is required.