

# **General Absence Reasons**

## ***“Provide General Absence Reason”***

Absences below qualify for use under the “Sick Leave” absence reason. Part-time or temporary employees have access to “Sick Time”, which also qualify for the same reasons. It is not necessary to include detailed medical information, a diagnosis, or medical chart notes when creating an absence in Absence Management.

Specific details of a sick-related absence are *not* required and should generally not be used in the “Notes to Administrator” field. A general absence reason and information as to *who* the leave is taken for is sufficient. Leave requests that may qualify for FMLA, OFLA, or PFMLI can be supported with the appropriate certification. Contact the Human Resources Department for further details.

## **Family / Personal Illness**

- Self-Care (Illness)
- Seeking medical diagnosis
- Care, or treatment of an illness, injury, or health condition
- Preventive medical care
- To recover from or seek treatment for a health condition

## **Bereavement**

### **Absences associated with the death of a family member by:**

- Attending the funeral or alternative to a funeral of the family member
- Making arrangements necessitated by the death of the family member
- Grieving the death of the family member

## **Public Health Emergency**

- Closure of business, or the school or place of care of your child, by order of a public official due to a public health emergency
- Exclusion from the workplace required by the employer
- Wildfire Evacuation

## **Safe Leave**

- Absences related to domestic violence, harassment, sexual assault, bias or stalking