

REASON CODES

SICK LEAVE (Type SCK)

- 110** Personal Illness
- 111** Family Illness/Death
- 112** Accident/Not Work Related
- 113** Maternity Leave (attach doctor's statement)
- * **114** Worker's Compensation Offset (attach doctor's statement)
- 116** Family Medical Leave (Requires FMLA Form)

PERSONAL LEAVE (Type PRS)

- 220** Personal With Pay

SICK BANK (Type SBK)

- 330** Sick Leave Bank
- 115** Sick Pool Membership (Payroll Department use only)

VACATION LEAVE (Type VAC)

- 440** Vacation
- * **444** Worker's Compensation Offset (attach doctor's statement)

UNPAID LEAVE (Type UPD)

- 550** Personal without Pay (attach letter of explanation)
- 551** No Leave Available (Sick, Personal, Vacation)
- 552** Suspension without Pay
- * **553** Worker's Compensation (attach doctor's statement)
- 554** Parental/Family (attach doctor's statement)
- 555** Accident/not Work Related
- 556** Family Medical Leave (Requires FMLA form)
- 557** Absent without Approved Leave

* **Must have prior approval from Worker's Compensation Office.**

TEMPORARY DUTY (Type TPD)

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| <ul style="list-style-type: none"> 680 Out-Of-County Travel - No Substitute 681 Out-Of-County Travel - With Substitute 690 In-County Travel - No Substitute 691 In-County Travel - With Substitute 660 Jury Duty (attach copy of subpoena or notice) 662 Other Witness 663 Military (attach copy of orders) 664 Professional (attach letter of explanation. Appropriate only for pre & post planning leaves) 665 Suspension with Pay * 666 Illness in the Line of Duty (attach doctor's statement) 667 Administrative Assignment 668 Association Leave 669 Sabbatical (attach letter of request with supporting information) 753 Paid for by School Improvement 754 Paid for by Locational Budget 755 Paid for by Grants/MISC. (School must complete journal entry) 990 National Board Candidacy | <div style="font-size: 3em;">}</div> | (Conferences)
(Workshops)
(Athletic Events)
(Academic Events)
(Field Trips) |
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