

ABSENCE CODE BREAKDOWN

All chargeable absences are limited to the number of days available to each staff member.			
<p>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.</p>			
ABSENCE CODES	DESCRIPTION	# OF DAYS PERMITTED EACH YEAR	PINK FORM
AW	Admin Work Day	Contractual days worked beyond 10 month school year.	
C	Closing (Real Estate)	1 day*	required
E	Professional or Civil Service Exam	2 days* DOCUMENTATION REQUIRED	required
F	Family Illness	7 Per year - Accrued to 21 in 3 yrs Dr.'s note required on 3rd day of absence	
FM	Family Medical Leave Act	12 weeks Form is required from the Office of Human Resources	
G	Graduation	1 day (per graduate)* High School or College only day taken must be actual day of graduation Note School attending on form	required
I	Personal Illness	Accrued Dr.'s note required on 6th day absence	
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* (Aides - 3 days as per contract)	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 (record on timesheet) DOCUMENTATION REQUIRED	required
CT	Court Appearance (Personal)	No limit - Chargeable* (record on timesheet) DOCUMENTATION REQUIRED	required
CF	Conference	No limit	
CO	Compensatory Time	Must be approved by Supervisor & Central Office Administration (recorded on timesheet)	

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CB	Covid Vaccine/Booster	Complete form available on POB website. Must attach copy of vaccination card.	
CL	Covid Non-Compliance	Refusal to take or submit testing for Covid. Leave without pay.	
CV	Covid	Mandatory quarantine per health dept., or physician, or positive test - Not Chargeable	
CC	COVID Chargeable	Negative test results - Chargeable	
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
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	5 Days- 10,11, & 12 Month Clericals & Confidentials Only (Special Form is provided by HR office)	
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
AC	ALL Cancer Screening	up to 4 hours Form available on the POB HR website	
BS	Blood Donors	up to 3 hours Form available on the POB HR website	
<p>*These days fall under the <u>Personal</u> & <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.</p>			