

ABSENCE CODES

(For official descriptions refer to applicable contract provision and/or Board policies)

- I **Illness or Injury:** Absence due to personal or work related illness or injury. Absences for more than 10 days require a doctor's statement. If work related, Form #9701.144 must also be submitted to the Workers' Compensation Department¹
- Employees who are regularly employed 5 days per week are entitled to 10 days paid sick leave for that year of employment. Employees who work less than full time shall be entitled to a proportionate amount of sick leave in accordance with the contract. The amount of earned sick leave is computed as follows:
- $$\frac{\text{Hours worked per week}}{5 \text{ days per week}} \times \text{Number of months worked} = \text{Earned sick leave}$$
- FI **Family Illness:** Maximum of 6 days per year for illness of a serious nature for member of the employee's immediate family.² Of these 6 days, the first 3 days are not deducted from any leave account. The last 3 days are deducted from the employee's accrued sick leave. An illness of a serious nature shall be an illness which an employee cannot reasonably be expected to disregard and which requires the attention of the employee during his/her assigned hours of service.
- PN **Personal Necessity:** Maximum of 10 days of accumulated sick leave can be used annually for reasons of compelling importance. The employee must notify his/her principal and/or program director at least 72 hours in advance of taking such leave, unless an emergency makes such notice impossible. PN is not to be used for vacation or recreational purposes.
- BL **Bereavement (Local):** Maximum of 3 days for member of immediate family.²
- BO **Bereavement (Out of Area):** Maximum of 5 days for member of the immediate family² when travel beyond a 300 mile radius is required.
- JD **Jury Duty or Witness:** Leave of absence for jury duty or as a subpoenaed witness (not a litigant). Fees must be paid to school district. Subpoena or court certification must be submitted.
- SB **School Business:** Such leave must have prior approval and shall be with full pay.
- U **Unpaid:** Absence without pay for personal reasons. The employee must notify his/her principal and/or program director at least 72 hours in advance of taking such leave, unless an emergency makes such notice impossible.
- FC **Family Care Leave:** Up to 12 weeks per year for qualified employees. Prior approval from the Office of Personnel Services is required. All appropriate paid leaves shall be used.

1 Employees will be entitled to an industrial accident leave for an injury which qualifies for compensation benefits in accordance with requirements of the Education Code and the provisions of the California Workers' Compensation Law. Such leave is reported to Payroll by the Workers' Compensation Department.

2 The mother, father, son, daughter, grandmother, grandfather, or grandchild of the employee or of the spouse; the spouse, son-in-law, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.