Frequently Used Frontline Leave Codings	Certificated Staff Notes and Reminders	Classified Staff Notes and Reminders
Bereavement	3 days or 5 days if traveling more than 200 miles one way for the reasons of death of an immediate family member.	Not to exceed five (5) days on account of the death of an immediate family member or in the event the employee loses their child due to miscarriage.
In-House Project	Must state the work and who approved the work in the “notes to administrator” when inputting the absence	Must state the work and who approved the work in the “notes to administrator” when inputting the absence
Personal Necessity	A maximum of six (6) days, with prior approval when possible, may be used in any school year for the following reasons: death of immediate family member, appearance in court/admin tribunal requiring subpoena, an Act of God, accident/serious or critical illness of immediate family member that requires your immediate presence. *will utilize your available sick leave balance	A maximum of six (6) days, with prior approval when possible, may be used in any school year for the following reasons: death of immediate family member, appearance in court/admin tribunal requiring subpoena, accident/serious or critical illness of immediate family member that requires your immediate presence, natural disaster, and parent/guardian/grandparent participating in school activities at TK-12/preschool/childcare facility. *will utilize your available sick leave balance
Religious Holiday	*will utilize your available sick leave balance	*will utilize your available sick leave balance
SD/Prof Growth/PD	Must state the specific professional growth/pd and who approved the work in the “notes to administrator” when inputting the absence	Must state the specific professional growth/pd and who approved the work in the “notes to administrator” when inputting the absence
Sick	Used due to illness or injury; must contact their supervisor in advance of taking sick leave whenever possible. Five (5) or more consecutive working days may be required to submit evidence from a physician or a recognized practitioner.	Used due to illness or injury; must contact their District Office in advance of taking sick leave whenever possible. Five (5) or more consecutive working days must submit a medical note from a physician confirming the dates of absence and when the employee is released to return to their position with or without restriction.
Sick (Imm Fam)	Used due to illness or injury of an immediate family member. *will utilize your available sick leave balance	Used due to illness or injury of an immediate family member. *will utilize your available sick leave balance
Vacation	N/A	10 month employees: additional vacation days may be taken during the school year, not

		including the two (2) weeks during the opening or closing of the school. All employees: vacation time must be requested at least five (5) days in advance and with supervisor approval.
Other Reminders	Any absences, including Wednesdays, must reflect your total absence, not just the time a sub is needed	Any absences, including Wednesdays, must reflect your total absence, not just the time a sub is needed

The purpose of this document is to provide concise clarity for how best to utilize codes in absence management (Frontline) and how it will impact your leave balance.

Please refer to your bargaining unit's collective bargaining agreement (CBA) for additional language and clarification.