

Create Absence | 1 Scheduled Absences | 0 Past Absences

Please select a date Need more options? Advanced Mode

Substitute Required Yes

Absence Reason

Time Please enter a valid time range using the HH:MM:AM format.

Hold Until

Notes to Administrator (not viewable by Substitute)

Select One

- Athletic Leave Absen
- Bereavement
- Family Illness
- Field Trip Absence
- Jury Duty
- Military Leave
- ParentInvolvUseAcct*
- Personal Business
- ProfDevGent*UseAcct*
- ProfDevGmt*UseAcct*
- ProfDevSiteOperating
- School Business-Dist
- School Business-Site
- Sick Leave
- Testing
- Transition Meetings

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Browse

Shared Attachments

Cancel Create Absence & Assign Sub Create Absence

Use the definitions and guidelines below when determining which reason to choose for absences. If you have chosen an absence reason that has the note *UseAcct*, please be sure to provide the accounting code to your timekeeper. You will find the accounting code on the Request for Leave form for your event or you can contact the department funding your absence to obtain the code.

Aesop Code	Requires Accounting Code in Aesop?	Pay and/or Charges to Leave	WEA Article	WEA Description	Use When (Examples)	CDH Code and Descriptions (Used by timekeepers)
Athletic Leave Absen	No	No impact			Employee will be absent to participate in athletic activities	3632 Athletic Leave
Bereavement	No	Sick Leave	20.3	Bereavement Leave	Leave for business related to the death of a family member or close personal friend. Up to 10 days for immediate family. Employee may request an additional 2 days of leave with a sub deduction from pay for immediate family. Up to 5 days leave for close friends.	3608 Bereavement
Family Illness	No	Sick Leave	20.4	Family Illness	In the event of an accident or critical illness, accrued sick leave may be used to provide emotional or physical support for the family member. Up to 10 days sick leave may be used for family illness when the event is not an accident or critical illness.	3607 Family Illness
Field Trip Absence	No	No impact			Employee will be absent to support a work related field trip. Not to be used for absences to participate in the field trips of their own children (should be entered as personal business leave instead).	3634 Field Trip Absences
Jury Duty	No	No impact	21.10	Jury Duty	Notice of jury service must be provided to employee's principal/supervisor. Any compensation received for jury duty from the courts must be turned in to Business office.	3612 Jury Duty
Military Leave	No	No impact up to 30 days per year	21.3	Military Leave	Leave shall be approved without loss of pay for up to 30 days per year.	3613 Military Leave
ParentInvolvUseAcct*	Yes-to be entered by timekeeper	No impact			Absence from classroom to participate in Title I Parent Involvement or Home Visit programs.	3641 School Business Site
Personal Business	No	1 Free / 3 Sick / 1 Sub Deduct	21.6, 21.8	21.6 Personal Business Leave, 21.8 Personal Leave	Upon reasonable prior notification to the principal/supervisor, leave shall be granted to attend to personal business.	3610 Personal Business
ProfDevGen*UseAcct*	Yes-to be entered by timekeeper	No impact	21.1, 21.5	21.1 Visitation Leave, 21.5 Professional Leave	Professional Development GENERAL FUND leave applies to activities related to the skill development of the employee (days for professional growth). For example, participation in conferences, workshops, observations, etc. This code should be used when a WCSD DISTRICT DEPARTMENT, other than the school, (such as ELL, C&I, Assessment, etc.) will be funding the cost of the sub.	3649 Professional Leave District Dept Funds
ProfDevGmt*UseAcct*	Yes-to be entered by timekeeper	No impact	21.1, 21.5	21.1 Visitation Leave, 21.5 Professional Leave	Professional Development GRANT leave applies to activities related to the skill development of the employee (days for professional growth). For example, participation in conferences, workshops, observations, etc. This code should be used when a GRANT will be funding the cost of the sub (such as Title I, Zoom, TIF etc).	3647 Professional Leave Grant
ProfDevSiteOperating	No	No impact	21.1, 21.5	21.1 Visitation Leave, 21.5 Professional Leave	Professional Development SITE leave applies to activities related to the skill development of the employee (days for professional growth). For example, participation in conferences, workshops, observations, etc. This code should be used when the SCHOOL (site) operating budget will be funding the cost of the sub.	3646 Professional Leave Site
School Business-Dist	No	No impact	21.11	School Business Leave	School Business DISTRICT refers to activities that are not training activities specifically designed to improve the professional practice of the employee. Examples include but are not limited to, participation in DISTRICT events, committees, special projects, legislative advocacy, etc. National board certification should be entered with this code. Additionally, this code will be used when a teacher is pulled to cover for a Dean and a sub is needed for the teacher. This code should be used when the DISTRICT will be covering the cost of the sub needed to cover the absence.	3644 School Business District
School Business-Site	No	No impact	21.11	School Business Leave	School Business-SITE refers to activities that are not specifically designed to improve the professional practice of the employee. Examples include but are not limited to, participation in SCHOOL events, committees, special projects, legislative advocacy, etc. This code should be used when the SCHOOL operating budget will be covering the cost of the sub needed to cover the absence. Use this CDH code for all school business other than student activities.	3641 School Business Site
School Business-Site	No	No impact			Timekeepers will use a separate payroll code (CDH code) when the type of SITE school business being performed is related to a student activity.	3633 Student Activity Absence
Sick Leave	No	Sick Leave	20.1, 20.2	Sick Leave (20.1), Sick Leave Bank (20.2)	To be used when the employee is unable to perform his/her duties due to illness or disability.	3601 Sick Leave usage
Transition Meetings	No	No impact			Teacher will be away from the classroom in order to facilitate transition meeting(s) for Special Education students	3644 School Business District

There is only one School Business-Site absence reason for teachers, but 2 different CDH codes for the timekeepers.