

Use the definitions and guidelines below when determining which reason to choose and how to report time for absences or vacancies

Daily Rate	Teacher View	Aesop Code	Requires Accounting Code in Aesop?	CDH Code for Timecard Onilne	CDH Description	Pay and/or Charges to Leave	WEA Article	WEA Description	Use When (Examples)
\$130	No	Admin Leave w/o Pay	No	3619	LWOP (Leave Without Pay)	\$0 Pay			Voluntary Leave without Pay
\$130	No	Admin Leave w/o Pay	No		These leaves are adjusted to a 750 pay screen	\$0 Pay	22.1	Leaves Without Pay	Leave requested by the employee; up to 1 year; requires approval.
\$130	No	Admin Leave w/Pay	No	3620	Directed Leave with Pay	No impact			District directed leave (suspension or otherwise) WITH pay
\$100	No	Association Leave	No	3615	Approved Association Leave	No impact	23.1	Association Leave	Leave to conduct association related business. Per negotiated agreement, no more than 20 consecutive days at one time per employee; up to 80 days total.
\$100	Yes	Athletic Leave Absen	No	3632	Athletic Leave	No impact			Employee will be absent to participate in athletic activities
\$100	Yes	Bereavement	No	3608	Bereavement	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.
\$130	No	Child Rearing	No		These leaves are adjusted to a 750 pay screen	\$0 Pay	22.3, 21.7, 22.4	Child Rearing Leave (22.3), Adoption Leave (21.7), Adoption Leave Long Term (22.4)	Leave granted for the employee for child rearing; may be requested any time during pregnancy or within four (4) months after the birth of the child; leave not to exceed twelve (12) months; see WEA agreement for additional details. Also covers approved adoption leave which can be granted for up to 3 weeks (for an individual employee or total between two district employees). Adoption leave long term can be approved for up to 12 months.
\$100	No	Community Service	No	3625	Approved Community Service Leave	Sub deduct	21.2	Community Service	Up to 5 days per year to participate in civic/community activities; must be requested in writing and approved in advance; shall not be requested during first two (2) or last two (2) weeks of the school year without extenuating circumstances.
\$100	No	External Billing	No	3644	School Business District	No impact			Use this code when the employee is approved to away from work and an external agency will be paying for the cost of the sub.
\$100	Yes	Family Illness	No	3607	Family Illness	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.
\$100	Yes	Field Trip Absence	No	3634	Field Trip Absences	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).
\$100	Yes	Jury Duty	No	3612	Jury Duty	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.
\$100	Yes	Military Leave	No	3613	Military Leave	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.
\$100	Yes	ParentInvolvUseAcct*	Yes	3641	School Business Site	No impact			Absence from classroom to participate in Title I Parent Involvement or Home Visit programs
\$100	Yes	Personal Business	No	3610	Personal Business	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.
\$100	No	Prep Period Usage	No	3640	Prep Period Used	Prep Period Leave Balance	18.6	Prep Time Accrual	Secondary teachers who use their prep periods to fill in as a substitute in other classrooms earn compensatory time off or pay in return for their work. This code is to be used when they would like to take time off using those periods earned. A maximum of 2 days may be taken off of work per year. Maximum accumulation is 10 days per year. See WEA agreement for additional guidelines surrounding the earning, usage and payment of prep period compensatory time.
\$100	Yes	ProfDevGen*UseAcct*	Yes	3649	Professional Leave Dept Funds	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.
\$100	Yes	ProfDevGrnt*UseAcct*	Yes	3647	Professional Leave Grant	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).

\$100	Yes	ProfDevSiteOperating	No	3646	Professional Leave Site	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.
\$130	No	Public Office Leave	No	3629	Public Office Leave	\$0 Pay	21.12	Public Office Leave	Leave is requested in advance and approved for the employee to fulfill the responsibilities of a public office to which they are elected.
\$100	Yes	School Business-Dist	No	3644	School Business District	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.
\$100	Yes	School Business-Site	No	3641	School Business Site	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.
\$100	Yes	School Business-Site	No	3633	Student Activity Absence	No impact			<i>Timekeepers: Use this CDH code when the type of SITE school business being performed is related to a student activity.</i>
\$130	Yes	Sick Leave - Approved LOA	No	3601	Sick Leave usage	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.
\$10	No	Sub Error \$10	No			N/A			A substitute arrives for work but no work is available and the substitute does not pick up another assignment for that day.
\$130	No	Suspended w/o Pay	No	3621	Suspended Leave without Pay	\$0 Pay			District suspends employee WITHOUT pay
\$100	Yes	Testing	No	3641	School Business Site	No impact			A substitute is needed to cover the employee's classroom while they participate in student testing.
\$100	Yes	Transition Meetings	No	3644	School Business District	No impact			Teacher will be away from the classroom in order to facilitate transition meeting(s) for Special Education students
\$100	No	Unauthorized Absence	No	3624	Unauthorized absence	\$0 Pay	21.9	Absence without Authorization	Examples of an authorized absence would be time missed away from work that was not submitted for approval; time missed that was denied but the employee is absent anyway; no call, no show. If the employee can prove that it was not unauthorized or was missed due to another absence reason, the absence code should be updated in Aesop. 3 consecutive days equals abandonment of position.
\$100	No	Unforeseen Circumstances	No	3631	Unforeseen Circumstances Leave	Sub deduct	21.4	Unforeseen Circumstances	Upon approval to address unforeseen circumstances not covered by another absence code. For example, if the employee were unable to report to work due to severe weather or natural disaster.
\$100	N/A	Central Office Direct	No	N/A	Attendance Adjustment by HR				This CDH code is used by payroll only
\$100	N/A	Intervention - General Fund High School	No	N/A					Directed by central office to create a vacancy request
\$100	N/A	Intervention - Grant Fund	Yes	N/A					Additional, school operating budget funded classroom support.
\$100	N/A	*Choose Accounting Code*	Yes	N/A					In support of the district's intervention initiative.
\$100	N/A	JAG Absence	No	N/A					Absence for a JAG Nevada Employee (a non-District JAG employee)
\$100	N/A	Planned Learning Committee	No	N/A					budget.
\$100	N/A	Principal Directed	No	N/A					Principal directs request for sub(s) to be on site for reasons not covered by another code. Funded out of the school's operating budget.
\$100	N/A	Roving Sub	No	N/A					Principal authorization for a sub or subs to be onsite to support multiple classrooms. Funded out of the school's operating budget.
\$100	N/A	Roving Sub - External Agencies	No	N/A					A sub is brought in to support multiple classrooms and is funded by an outside agency. For example, during insurance enrollment, American Fidelity covers the cost of a roving sub at the elementary level.

\$100		Roving Sub - PD *Choose Accounting Code*	Yes	N/A					A sub is brought in to support multiple classrooms so that teachers can take advantage of professional development opportunities. A grant or general fund department is paying for the sub.
	N/A	Speech Pathologist	No	N/A					Used only by Student Support Services when dispatching an on-call Speech Pathologist.
\$100	N/A	Testing	No	N/A					Request entered for subs to participate in test administration (not cover for a teacher who is doing so).
\$130	N/A	UHR Sub Filling Vacancy	No	N/A					Subs are needed to cover for current UHR Subs.
\$100	N/A	Unfilled Allocation	No	N/A					A sub will be filling a vacant allocation AND a UHR has been submitted to attach them to appropriate vacancy funding.