SOUTH COLONIE CENTRAL SCHOOLS EMPLOYEE ABSENCE LOG

School Year **2015 - 2016**

Name				Title		School		
Each absence must be recorded when the employee returns to work. This log will serve as the verification of the date and specific leave category, which necessitated the absence. Record a full day's absence as a one (1) and a half-day's absence as a .5 in the appropriate column. For absences of more than one day's duration, write the inclusive dates under DATE and the total number of days in the appropriate column. Absences under OTHER should be coded using the absence codes from the back of this form.								
Date	Sick	Family	Death	Vacation	Other	Signature of Employee	Substitute	

SOUTH COLONIE CENTRAL SCHOOOLS MOST COMMONLY USED ABSENCE CODES

CO		CONFERENCE	SB		SITE BASED COMM.
CS	**	CANCER SCREENING	SF	*	SICK AS FAMILY
D		DEATH IN FAMILY	SP	*	SICK AS PERSONAL
F		FAMILY	Т		FIELD TRIP
FS	*	FAMILY AS SICK	V		VACATION
J		JURY DUTY	W		WORKERS COMP
M		MILITARY LEAVE	WS		WORKERS COMP/SICK
Р		PERSONAL	X		FULL DEDUCT
PS	*	PERSONAL AS SICK			
PF	*	PERSONAL AS FAMILY			
РО		PERSONAL SNOW DAY			
S		SICK			

ADDITIONAL ABSENCE CODES

Α		ARBITRATION	PE		PERSONAL EMERGENCY
AP		TEACHING ASST SICK LV POOL	PT		PEER TEACHER
AS	*	ADVANCED SICK	Q		COMP TIME USED
ΑU	*	TEACHING ASST SICK POOL USED	R	*	RELIGIOUS
ΑV	*	ADVANCED VACATION	SD	*	SICK USED AS DEATH
BD		BLOOD DONATION	SH		SNOW HOLIDAY (CSEA)
BS		BORROWED SICK	SW	*	SUSPENDED WITH PAY
CA		COURT APPEARANCE	SX	*	SUSPENDED/FULL DEDUCT
K		UNION/TEACH ASSOC.	TP		TEACHERS SICK LV POOL
KC		UNION/CSEA	TU	*	TEACHER SICK POOL USED
KM		UNION/MONITORS	U		CURRICULUM REVIEW BOARD
KN		UNION/NYSUT	VS	*	VACATION AS SICK
KU		UNION/UPSEU	WX		WORKERS COMP X-DAY
LP	*	LEAVE WITH PAY	Υ	***	PART DEDUCT AT SUB RATE
LV	*	LEAVE WITHOUT PAY	Z		SUMMER DAYS WORKED
MN		MENTORING			
OP	*	OUT WITH PAY			

- * REQUIRES DISTRICT APPROVAL
- ** REQUIRES DOCTOR'S NOTE
- *** PLEASE CALL DISTRICT OFFICE FOR VERIFICATION

Note: Snow Holiday and Cancer Screening needs to be reported in hours