

## ABSENCE REASON CHEAT SHEET

Frontline Absence Reason	Certificated Only
Bereavement	For the death of an immediate family member: <b>up to 3 days</b> district-paid, or 5 days for travel over 200 miles
Family Illness	Select Family Illness for the care of sick immediate family. <b>Up to 10 days</b> of your own sick leave/year
Illness	For personal illness or medical appointments
Jury Duty	Court-summoned service. <b>MUST</b> provide court certification and remit juror fees (excluding mileage) to the District, <b>limit of 20 days</b> .
Personal Leave	<b>ONE (1)</b> day per year, deducted from sick bank. Can use 2 days IF you have more than 24 days of sick leave
Personal Necessity	For urgent matters that cannot be handled outside work hours. Deducted fom sick leave, <b>up to 7 days/year</b> .

Immediate Family	Member(s) of the immediate family as used shall mean spouse, domestic partner, parents, step-parents, foster parents, legal guardian, children, step-children, grandparents, grandchildren, sons and daughter-in-laws, brothers or sisters, sisters and brothers-in-law, uncles, aunts, nephews and nieces of the unit members or of the unit member's spouse, or any person permanently residing in the immediate household of the unit member.
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\*Bereavement leave is limited to qualifying immediate family members only. For non-qualifying situations, use Personal Necessity leave to help avoid loss of per diem pay.

\*\*Leave limits must be adhered to in order to avoid loss of pay. Always double-check your leave balances and absence reason before submitting.