EMPLOYEE ABSENCE STANDARDS

Gaining control

▶ Recent interest in employee and particularly teacher attendance

▶ Over 2000 employee absence codes across the 55 counties

▶ Assistance in identifying Incentive recipients

WHY NOW?

▶Simple Application

▶Easily Accessible

▶Consolidated means of tracking

GUIDANCE

CODE	DESCRIPTION	INCLUDES
P	Personal Leave Without Cause	Personal day, non illness related
S	Personal Leave With Cause	Sick, Personal illness, critical illness in immediate family, bereavement
X	Professional Leave	Staff/Professional Development, Professional Meetings, IEP Meetings, Field trips, Alternate assignments, Work-Related Court Appearances
C	Civil Leave	Jury Duty, Military Duty, Legislative Duty
V	Annual Leave/Vacation	Annual Leave, Vacation, OSE Days, Flex Time, Comp Time
D	Leave Donation	Donation to a leave bank or to a specific individual
O	Out of Calendar/Non Contract	Non Paid Days (< 261 Contract)
K	Dock	Dock Days, Leave without Pay
A	Administrative Leave/Suspension	Suspension (Paid or Unpaid), Administrative Leave (paid or unpaid)
W	Workers Compensation	Workers Compensation
L	Leave of Absence	Leave of Absence (Medical, Unpaid, etc.), Sabbatical
E	COVID-Paid Emergency Sick	10 days Paid Emergency Sick Leave (COVESF & COVESP)
F	COVID-Paid Expanded FMLA	10 weeks Paid Expanded FMLA for COVID Child Care Issues (COVFMA, COVFML)
9	Accrual	All codes used to accrue days - non charge days
	Note: The classification of the use of donated leave by an employee (that was donated directly to them or to the leave bank) will vary depending on how a county handles	
	that in WVEIS. Some counties treat that as a dock day (Code K) and others would treat it like a Personal Leave with Cause day (Code S).	

QUESTIONS/COMMENTS