

Employee is Absent from Work

Personal illness; family illness; death or emergency in immediate family; or active military leave
NON-DISCRETIONARY LEAVE

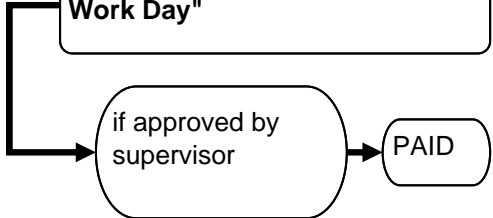
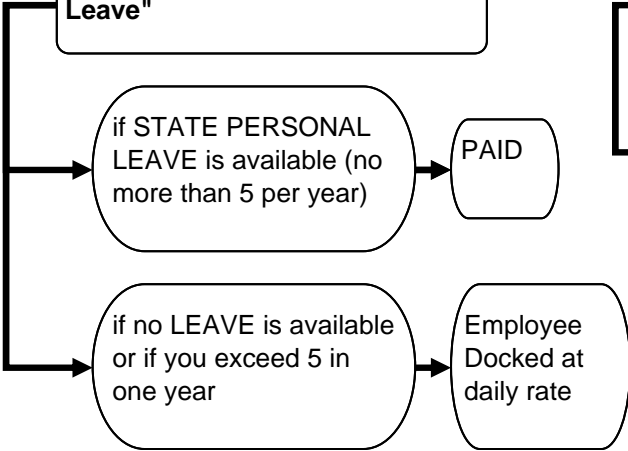
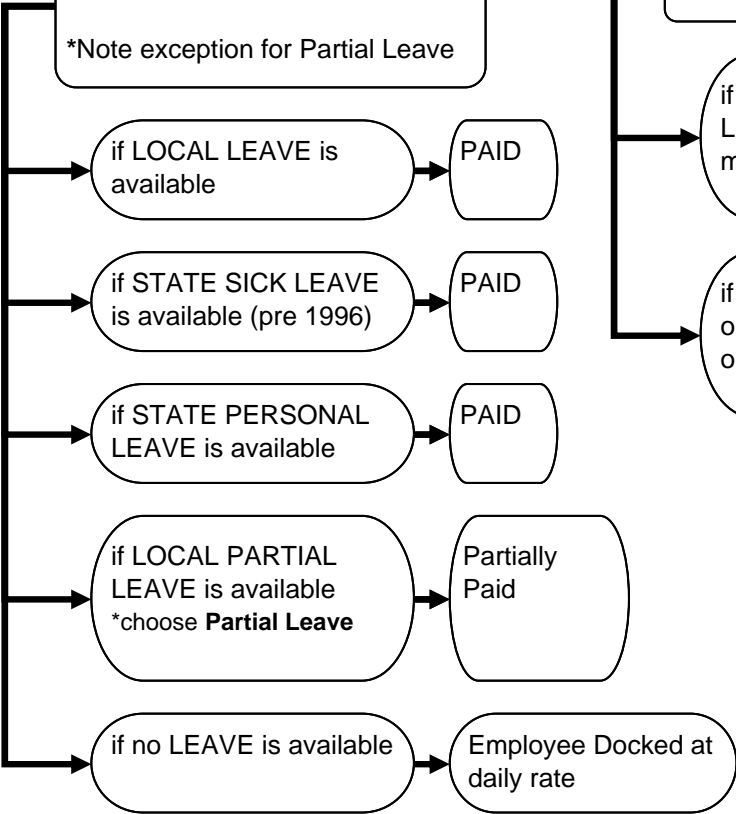
Personal Reasons - must be scheduled in advance and approved by supervisor.
DISCRETIONARY LEAVE

Business Reasons (School Business, Workshops, Official Travel, Jury Duty, etc.)
PROFESSIONAL LEAVE

Choose: **"Available for Sick Leave"**
*Note exception for Partial Leave

Choose: **"Available for Personal Leave"**

Choose: **"Paid School Business Work Day"**



For Paraprofessionals:
Generally speaking, Comp Time should be used before using Leave. Contact the HR office for more information.

