Absence Recording in Skyward

	Leave Day Type	Time Off Code	Reason Code IF FMLA APPROVED LEAVE	Reason Code IF NOT FMLA APPROVED LEAVE	Comments
	S = Sick	Sick	FMLA	Sick	
	F = Family Sick	Family	FMLA	Family Sick	Relationship of family member to employee
	P = Personal	Personal	FMLA	Personal	
	A = Alternate	Alt Leave	FMLA	Alternate	
*	SB = Sick Bank	Other	Sick Bank & FMLA	Sick Bank	
*	SB (CLTS) = Sick Bank at the Cost of a Long Term Sub	Other	Sick Bank & FMLA	Sick Bank	Cost of Long Term Sub
*	CFL = Critical Family Leave	Sick	Critical Family Leave	Critical Family Leave	Relationship of family member to employee
*	UF = Unpaid FMLA	Other	FMLA	N/A	No Pay
	U = No Pay Pre-Approved by HR (Not FMLA)	Other	N/A	No Pay Pre-Approved by HR	
+	N = No Pay (Counts towards 15 days)	Other	N/A	No Pay-Counts Towards 15 Days	
	Nutrition Paid Leave Day (Year Round Schools Only)	Other	N/A	Nutrition YR	
	Excused Absence	Other	N/A	Excused Absence	Explanation, Program Number, Approval
	Bereavement	Other	N/A	Bereavement	Relationship of family member to employee
	Professional Day	Other	N/A	Professional Day	
	Jury Duty	Other	N/A	Jury Duty	
*	Military	Other	N/A	Military	

whether or not

leave is FMLA

SB = Sick Bank Approved by Committee

CFL = Critical Family Leave Approved by Committee

UF = Nopay (FMLA Approved, Does Not Count Toward 15)

U = Nopay HR Approved (Not FMLA Approved, Does Not Count Toward 15)

+Indicates leave that must be requested through the office of the employee's Area Administrator The Area Administrator's office will inform the school/department of approval/denial of request.

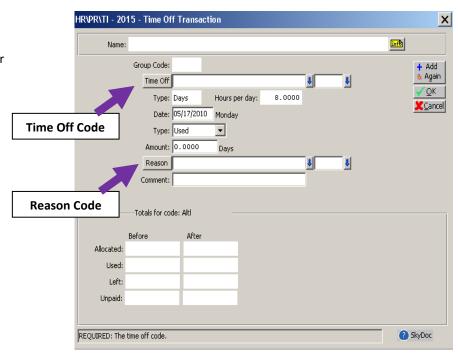
Extended Leave

In the event an employee must take leave for a period greater than 3 days for an FMLA qualifying reason (days do not have to be consecutive), Human Resources will send an absence calendar (see below) to the school/department secretary indicating whether or not leave under the FMLA is approved. **Employee Location Employee Name** Based on data in the skyward system as of Tentative FMLA Leave Yes No Start date of FMLA End Date of FMLA **Return to Work Date** S = Sick Leave P = Personal Leave **Indicates** F = Family Leave A = Alternate Leave

SB = Sick Bank, Not Yet Approved

CFL = Critical Family Leave, Not Yet Approved

N = Nopay (Does Count Toward 15 Days)



^{*} Indicates leave that must be requested through Human Resources. Human Resources will inform the school/department of approval/denial of request.