

SECTION 5.2 – LEAVE

Contact: Payroll @ Extension 4160

A. Overview

Absences from work must be taken as paid or unpaid leave. Each employee is responsible for entering their own absence into the Frontline system prior to or on the day of their absence. Exceptions to an employee-entered absence include only the following reasons: workshops, district release, some pre-approved testing time, or administrative leave. In fact, these reason codes are not accessible at the employee level – only an authorized administrator can enter these absences.

Each work day, the site administrator (or their designated backup) will generate a report of absences for the current day. This report will give the site information about the absence and, if applicable, the substitute assignment. The report can be printed and posted or otherwise distributed, for staff communication. It is recommended that the report be generated at the beginning of each day, recognizing that an absent employee has the remainder of the day to post their absence.

The employee's supervisor must pre-approve the use of leave without pay. Also, depending on the type of leave, approval may need to be processed through the supervisor of benefits. Leave benefits vary by employee type and bargaining agreement.

References

Collective Bargaining Agreements [Policy/Procedure – Series 5000](#)
[RCW 28A.400.210](#)
[RCW 28A.400.300](#)
[RCW 28A.400.380](#)
[RCW 38.40. 60](#)

Guidelines and Restrictions

- Most leave taken is generated by the Frontline system which is used to assign and call substitutes for employee absences.
- The employee's leave taken is periodically sent electronically through an import file to the payroll software (BusinessPlus).
- This import file then automatically creates a timecard entry for recording the leave taken by the employee.
- If an employee fails to report their leave through Frontline or if an adjustment to the leave reported needs to occur, then a [Payroll Absence Verification Form](#) must be completed and sent to payroll.
- The employee is assumed present unless leave is recorded through Frontline or a Payroll Absence Verification Form is received in payroll.
- The Payroll Absence Verification Form, which indicates the employee's type of absence and hours taken, are due in payroll each week.
- The appropriate principal/supervisor's signature is required before sending forms into payroll.

- The principal or supervisor of each location or department is responsible for the accuracy of the leave taken in their building.
- The Payroll Absence Verification Form and/or Frontline report is to be submitted to the principal or building manager on a daily or weekly basis for approval.
- Absences are reported for all regular employees who are paid on an hourly or monthly basis.
- Absences are not reported for casual employees such as substitutes on temporary assignments unless they are on contract.

D. CDH Codes

Payroll enters timesheet and leave information into the computerized payroll system using CDH codes. CDH codes are Contribution, Deduction and Hour codes used to identify different types of leave and pay information. The following is a list of CDH codes frequently used in Frontline and/or the Payroll Absence Verification Form for leave taken:

Description	Payroll Code
Association/union leave	405
Bereavement	403
Birth of baby/adoption	960
Emergency leave	110
Jury duty	407
Leave without pay	112
L&I leave	400
Military leave	406
Personal Day – Certificated	431
Personal Day – Classified	425
Sick leave	970
Vacation	201
Witness/district-related court appearances	411

E. Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow employees to donate annual vacation or sick leave to eligible employees.

- Utilizing the [Shared Leave Donation form](#), employees may donate annual (vacation) or sick leave to either a specific employee or to the certificated Shared Leave Program.
- Annual Leave (Vacation): An employee accruing vacation days may donate any number of those days provided the employee maintains a balance of at least 10 vacation days.
- Sick Leave (Illness, Injury and Emergency Leave): An employee may donate any number of days provided that the employee maintains a balance of at least 22 sick leave days.
- Utilizing the [Request for Leave of Absence Form](#), employees may receive paid leave from the Shared Leave Program, if the employee meets the requirements as outlined in the [Application to Receive Shared Leave Form](#).