

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 <u>use</u> 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).	

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7/15/20 FY 20 WAYNE COUNTY SCHOOLS 14:02:53 QPADEV001V
EMS Absence/Leave Code Definitions Ref: PAY.121 .11

Absence Code: BER Description: BEREAVEMENT

Accrual Policy 1 Units are stated in D D = Days. H = Hours.
1 = Do not accrue
2 = Accrue each pay period.
3 = Accrue at beginning of year. Accrual period is E C = Calendar year. F = Fiscal year.
4 = Accrue at year end.

Accumulation Policy
Normal limit _____ plus surplus accumulation of _____
Accruals to surplus are booked at 100.0000 % of actual
Balances in excess of the normal plus surplus are 3
1 = Paid 3 = Ignored
2 = Lost 4 = Comp time

Deficit Policy
Normally allowed deficit
Balances in excess of allowed deficit are 1 1 = Docked
2 = Ignored

Omit from check stub if current balance is zero? N
Taxable?: Y FICA Wages?: Y WVDE Category: -
Mode: Lookup Cancel? N

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QUESTIONS/COMMENTS