

## **SCARRI Absence Reason Codes**

### **OPSEU**

*The available absence codes to be used are based on the collective agreement under which the employee is employed as well as Board policy. Absences of 10 days or less with the exception of Reason Code 1 should be used only with the prior approval of the Administrator or Human Resources.*

#### **Reason Code 1            Personal Illness/Injury**

- Only to be used for the personal illness or injury of the employee themselves.
- Medical or dental appointments (employee only) which cannot reasonably be scheduled outside of regular working hours.
- Chargeable to sick leave.

#### **Reason Code 2            Personal Emergency Medical or Dental**

- Emergency medical or dental appointments (employee only)
- Requires prior approval of Administrator.
- Chargeable to sick leave.

#### **Reason Code 3            Accident or Illness Immediate Family**

- Serious accident or illness in immediate family to allow for sufficient time to alleviate the emergency condition.
- Requires prior approval of Administrator.
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

#### **Reason Code 4            Workers Compensation**

- Absences from work resulting from a workplace accident. To be recorded by the employee on the day following the day of the accident.
- Requires prior approval of WSIB claims officer.
- Time away for medical appointments related to a WSIB claim should be recorded in the same way.
- Chargeable to sick leave.

#### **Reason Code 5            Quarantine**

- To be used by employee who have been placed in isolation by a health official due to either a contagious disease or have been exposed to one, in an attempt to prevent the spread of the disease.
- No loss of pay or sick leave.

#### **Reason Code 6            Joint Health and Safety Committee Meetings/Inspections**

- Health and Safety Meetings or Inspections.
- No loss of pay or sick leave.
- Budget code field must be completed with the name of the event.

**Reason Code 10 Bereavement – Immediate Family**

- As per Collective Agreement, Article 16.10 (a).
- Not more than three (3) consecutive days
- Requires prior approval of Administrator
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 11 Bereavement – Other Relative**

- As per Collective Agreement, Article 16.10 (b).
- One (1) day
- Upon request with approval of Supervisor may be extended up to three (3) days for the purpose of travelling
- Requires prior approval of Administrator
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 12 Jury Duty/Subpoena**

- For employee not party to the action
- No loss of pay or sick leave.

**Reason Code 13 Inclement Weather**

- This code is to be used as long as the school is not closed under Policy 4470 with administrator approval, as per collective agreement, Article 16.18.
- Requires prior approval of Administrator
- To be used only after attempts have been made to come to work, as per APM 3020
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 14 Recognized Religious Holiday**

- Must be a holiday on the Boards religious calendar.
- Requires prior approval of Administrator
- Maximum of three (3) days in a calendar year
- No loss of pay or sick leave.

**Reason Code 15 Community Public Service**

- Community or Public service of an emergency nature – not for regularly scheduled or normal events falling during the school day – *Requires prior approval of Supervisor.*
- Community or Public service of a special nature – not for regularly scheduled or normal events falling during the school day - *Requires prior approval of the Supervisor and the Manager of Human Resources or designate.*
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 17 Employee Convocation**

- Requires prior approval of Administrator
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 18 Convocation Spouse/Child**

- Requires prior approval of Administrator
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 19 Professional Examination**

- Educational examination relating to the OPSEU member's professional qualifications.
- Requires prior approval of Administrator.
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 24 Attendance at Birth**

- Attendance at birth of employee's child
- One (1) day
- Requires prior approval of Administrator
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 25 Field Trip**

- When supply is needed for students remaining at school
- No loss of pay or sick leave.

**Reason Code 30 Federation Release**

- Prior approval of Manager of Human Resources Services
- No loss of pay or sick leave.

**Reason Code 31 Release for Professional Development**

- All in-service Professional Development events run by SCDSB.
- Must include name of in-service in budget line
- No loss of pay or sick leave.

**Reason Code 32 Negotiation Release**

- Negotiations with Employer.
- Upon prior approval of Supervisor and Manager of Human Resources.
- Up to 5 employees.
- No loss of pay or sick leave.

**Reason Code 33 Union Education Seminars**

- Prior approval of Manager of Human Resources.
- Union to be invoiced.
- No loss of pay or sick leave.

**Reason Code 34 Union Business**

- Official business between the Union and Board.
- No loss pay or sick leave.

**Reason Code 36 Administration Authorized Absence**

- Prior approval of Administrator or Manager
- Schools only: charged to school basic budget unless stated otherwise in budget information line

**Reason Code 39 OPSEU Union Conference**

- Prior approval of Manager of Human Resources.
- Union to be invoiced.
- No loss of pay or sick leave.

**Reason Code 40 Unusual Personal Reasons**

- Unusual personal reasons approved in advance by the Manager of Human Resources.
- Confirmation of Approval of the leave will be provided to the Supervisor by the Manager of Human Resources.
- Chargeable to supplemental absence credits (no loss of pay or sick leave).

**Reason Code 43 Leave of Absence (less than 10 days)**

- Short term leave of absence approved by Manager of Human Resources.
- Unpaid.

**Reason Code 44 Vacation****Reason Code 45 Lieu Time**

- Prior approval of Supervisor.
- No loss of pay or sick leave.

**Reason Code 50 Waiting for Posting/Placement**

- To be used to fill a temporary vacancy.
- Prior approval of Human Resources.

**Reason Code 52 Return to Work Absence**

- To be used only by employees on a graduated return to work schedule, returning from Long Term Disability
- Requires prior approval of Human Resources
- Day not paid

**Reason Code 53 Statutory Holiday Approved by Administrator**

- For permanent part-time employee where statutory holiday did not fall on employee's regularly scheduled working day.
- No loss of pay or sick leave.

**Reason Code 55 Temporary Secretarial Assistance**

- Charged to school basic budget.

**Reason Code 61 Building Closed**

- To be used when building is closed and employees can not remain at work.
- Current APM states that an absence reported prior to the building closing should remain with the reason code initially reported.
- No loss of pay or sick leave.

**Reason Code 75 HR Initiated Absence**

- Arranged by Manager or Superintendent of Human Resources
- No loss of pay/sick leave.

**Reason Code 77 Letter of Intent #77**

- As per the OPSEU Collective Agreement with respect to temporary office support
- Must be put in as a **vacancy** using reason code 77