

**Short Leave Request /
Certificate of Absence
For Absences of 5
days or less**

Instructions

Time Codes

Form

Instructions

Short Leave Request / Certificate of Absence For Absences of 5 days or less

EMPLOYEE INFORMATION SECTION

1. Type in your name.
2. Type in your Employee ID#.
3. Type in your Manager / Administrator's Name.
4. Type in your Department / School.

OPTIONAL SECTION - If Applicable

1. If you are a school based employee, please type in the substitute job / confirmation number.
2. If you are a school based employee, please type in the substitute's name.

LEAVE TYPE

1. Click on the arrow to pick the proper time code for your leave. {See next page for list.}
2. Click on the start date box to pick the proper date.
3. Click on the end date box to pick the proper date.
4. If applicable, type in the number of days you will be paid.
5. If applicable, type in the number of hours you will be paid.
6. If applicable, type in the number of hours you will be unpaid.

COMMENTS

1. Type in any additional information regarding your leave. For example, if the time code you need to use is not listed on the form, please note it here.

SIGNATURE

1. Option 1: Click in the signature box. If your computer is up-to-date with the most recent acrobat reader, you may be able to create an electronic signature. If you can electronically sign the form, please do so.
2. Option 2: If you can't electronically sign the form, please print, sign and date the form.

SUBMISSION

Your Manager / Administrator will determine how they wish to collect these forms either electronically or hard copy.

TIME CODES

Bereavement {spouse/parent/child}: Code 700
Bereavement {other immediate family}: Code 703
Bereavement {other relative/friend}: Code 708
Comp Time
Court Witness: Code 710
Family Illness (Illness of an Immediate Family Member): Code 650
Field Trip: Code 760
Furlough Day: Code 598
Jury Duty - Salaried & Contract: Code 715 (Provide a copy of summons to your timekeeper)
Jury Duty - Hourly: Code 716 (Provide a copy of summons to your timekeeper)
Military Leave - Contract & Salaried: Code 680
Military Leave - Hourly: Code 681
Other- Make a note in the comments section
Paid Sick Leave (Personal Illness or Medical Appointment): Code 620
Personal/Emergency Leave (PAID): Code 660
Professional Leave - Contract {PAT Members Only}: Code 670
Union Business: Code 750
Unpaid Absence: Code 590
Vacation Leave (for 260 Day Employees and may exceed 5 days) : Code 630
Work Related Absence Salaried & Contract (PAID) Example: workshop/seminar/meeting: Code 740
Work Related Absence Hourly (PAID) Example: workshop/seminar/meeting: Code 741



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Employee Name: _____
Employee ID: _____
Manager Name: _____
Department / School: _____

Optional

Substitute Job No.:

Substitute Name:

Leave Type	Start Date	End Date	Days	Hours with Pay	Unpaid Hours
Total					

Comments:

Signature: _____

Date/Time Field

Authorized By: _____

Date/Time Field

For Office Use Only

Data Input

Date Received