Tehama County Office of Education
Frontline Absence Reason Codes

Phone Menu Code	Reason for Absence
1	Sick/Self
2	Doctor Appointment/Self (pre-approval required)
3	Personal Necessity-must leave reason with detail within below: 1. Death or illness of immediate family* 2. Accident involving person or property 3. Appearance in court (provide summons) 4. Other compelling reason (pre-approval required)
4	Personal Necessity-Confidential (pre-approval required)
5	SERRF-Doctor Appointment/Self
6	SERRF-Sick/Self
7	SERRF-Personal Necessity Confidential (pre-approval required)
8	SERRF-Personal Necessity-must leave reason with detail within below: 1. Death or illness of immediate family 2. Accident involving person or property 3. Appearance in court (provide summons) 4. Other compelling reason (pre-approval required)
9	Vacation (pre-approval required)
10	In-Lieu Day (pre-approval required)
11	Bereavement** must leave name and location (pre-approval required)
12	School Business (pre-approval required)
13	Jury Duty (provide summons prior to taking the leave)
14	Comp Time (pre-approval required)

*Definition of immediate family for Personal Necessity:
Mother, father, grandmother, grandfather, or grandchild of the employee or the spouse of the employee; the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or other person(s) living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather; son and daughter are defined to include stepson and stepdaughter)

**Definition of immediate family for Bereavement:
Mother, father, grandmother, grandfather, aunt, uncle, niece, nephew, or grandchild of the employee or spouse of the employee, or the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister, brother-in-law or sister-in-law, of the employee or any relative living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather; son and daughter are defined to include stepson and stepdaughter)