

## THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA APPLICATION FOR SHORT TERM LEAVE

STAM DADE COUNTY
giving our students the world
PUBLIC SCHOOLS

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PI	RSON ID or PERS ASSIG		COST CENTER	PERSON ID or PERS ASSIG		COST CEN	ΓER
	SAP PERIOD #	PAY P	ERIOD BEGIN DATE	SAP PERIOD #	PAY P	ERIOD BEGIN	DATE
		MONTH	DAY YEAR		MONTH	DAY Y	EAR
14/	- -		/I-2 ANA DNA			/l- 2	AAA D
Wee	k 1 AM PM	_	/eek 2 AM PM FRI	Week 1 AM PM	_	<b>/eek 2</b> FRI	AM P
FRI SAT		_	SAT	SAT	-	SAT	
SUN		_	SUN	SUN	<u> </u>	SUN	
MO		<u> </u>	MON	MON	<u> </u>	MON	
TUE		_	TUE	TUE	<u> </u>	TUE	
WE			WED	WED		WED	
THU		_	THURS	THURS		THURS	
		<u>L</u>			<u>L</u>		<u> </u>
CHEC	K (√) ONLY ONE (1) TYPE (			CHECK (√) ONLY ONE (1) TYPE (			
	TYPE OF LEAVE	SAP ABSENCE CODES	SAP CODES FOR BUS DRIVERS/AIDES ONLY	TYPE OF LEAVE	SAP ABSENCE CODES	SAP CODE BUS DRIVER ONLY	S/AIDES
	Illness of Self	0200	0203*	Illness of Self	0200	0203	k
	Illness/Death of Relative	0201	0204*	Illness/Death of Relative	0201	0204	*
	Personal	0282	0206*	Personal	0282	0206	*
	Injury at Work (Explain)	0285	0207*	Injury at Work (Explain)	0285	0207	*
	Contagious Disease (Contracted at Work)	0286	0208*	Contagious Disease (Contracted at Work)	0286	0208	*
	Vacation	0283		Vacation	0283		
	Temporary Duty (Explain)	0287	0209*	Temporary Duty (Explain)	0287	0209	*
	LWOP, Auth (Explain)	0400	0403*	LWOP, Auth (Explain)	0400	0403	*
	LWOP, Unauth (Explain)	0401	0404*	LWOP, Unauth (Explain)	0401	0404	*
	OTHER:		0219*	OTHER:		0219	*
	COMPENSATORY TIME	0284	0500**	COMPENSATORY TIME	0284	0500*	*
	JURY DUTY/SUBPOENAED	0288	0210**	JURY DUTY/SUBPOENAED	0288	0210*	*
	OPT DAY	0289		OPT DAY	0289		
	ELECTED OFFICIAL	0294	0215**	ELECTED OFFICIAL	0294	0215*	*
	MILITARY TRAINING	0296	0217**	MILITARY TRAINING	0296	0217*	*
	UNION REPRESENTATIVE	0290	0211**	UNION REPRESENTATIVE	0290	0211*	*
	UNION OFFICIAL BUSINESS	0291	0212**	UNION OFFICIAL BUSINESS	0291	0212*	*
	UNION POOL DAY	0292	0213**	UNION POOL DAY	0292	0213*	*
the **The the	UNION POOL DAY  se codes will interface from "lega "Report Miscellaneous Payroll Ti se codes will <u>not</u> interface from " "Report Miscellaneous Payroll Ti <b>MENTS:</b>	Lacy" to SAP, a ransactions" if the SAP, a sactions if the SAP ransactions if the SAP ransactions if the SAP ransactions is a saction in the SAP ransaction is a saction is a	nd can <u>also</u> be used on input screen.  AP, and can <u>only</u> be used on input screen.	*These codes will interface from "lega the "Report Miscellaneous Payroll Ti **These codes will <u>not</u> interface from " the "Report Miscellaneous Payroll Ti COMMENTS:	acy" to SAP, a ransactions" i 'legacy" to SA ransactions"	l and can <u>also</u> be u input screen. AP, and can <u>only</u> input screen.	sed on
	I certify that the above inform with the School Board of Miami regu			I certify that the above inform with the School Board of Miami regu			
EMPL	OYEE NAME:			EMPLOYEE NAME:			

PRINCIPAL/ADMINISTRATOR SIGNATURE

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