Absence Reason Codes

We encourage you to read the "Leaves and Absences" section of the Waco ISD Employee Handbook to stay up to date with the latest policies.

Leave Balances are updated with each pay cycle. To get an accurate leave balance, you need to factor in any pending absences that have not yet been consumed by payroll.

Absence Reason Use Paths

Family/Personal Illness/FMLA

1. Compensatory Leave
2. Local Leave
3. Prior State
4. State Leave
5. Absent Without Pay

Personal Business-Local Leave

1. Compensatory Leave
2. Local Leave
3. State Leave
4. Absent Without Pay

Compensatory Leave

1. Compensatory Leave
2. Absent Without Pay

*Unless you are sure, the number of leave hours an employee has encourage them not to use this leave code as it may end up dock their paycheck if there is not enough leave to cover the absence.

Personal Business-State Leave

1. Compensatory Leave
2. State Leave
3. Local Leave
4. Absent Without Pay

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