

## SubFinder Reason Detail Report

The following is a list of reasons for absences to enter into SubFinder:

### **AR01 PERSONAL ILL/DR APPT**

An employee may use sick days for the following reasons: personal illness or injury and medical or dental appointments.

### **AR02 FAMILY ILLNESS**

An employee may use sick days for injury or illness of an "immediate" family member.

### **AR03 READING LITERACY**

### **AR04 PROFESSIONAL DEVELOPMENT @ FULTON**

Pre-approved and pre-registered professional development that is being paid for by Fulton.

### **AR05 WORKSHOP ON OR OFF SITE**

Workshops that are being charged to your site budget.

### **AR06 SCHOOL BUSINESS/FLD TRIP**

School sponsored activity or related meetings endorsed by the school system.

### **AR07 ATHLETIC EVENTS**

Sports activity on or off campus during school hours.

### **AR08 PERSONAL BUSINESS**

Time off work to address business matters personal to the employee that cannot be handled after school hours.

### **AR09 EMERGENCY**

An unforeseen event requiring the employee's absence from duties, which requires immediate response.

### **AR10 DEATH IN FAMILY**

An employee may use up to three days for bereavement following the death of an "immediate" family member.

### **AR11 JURY DUTY**

Time off with pay when the employee is subpoenaed in a criminal, civil, or juvenile proceeding.

### **AR12 MILITARY DUTY**

An employee who is involuntarily called to active duty in the Armed Services, or who is a member of a reserve component and is ordered to active duty.

### **AR13 FAMILY & MEDICAL LEAVE**

An employee may use this leave for:  
Childcare: to care for the employee's child after birth.  
Placement leave: for adoption or foster care.  
Family leave: To care for employee's spouse, son, daughter or parent who has a serious health condition.

### **AR14 MATERNITY LEAVE**

Absent from work pre or post delivery with doctor statement.

### **AR15 UNPAID LEAVE**

On leave - not receiving salary.

### **AR16 INCLEMENT WEATHER**

An employee unable to report to duty due to hazardous road conditions.

### **AR17 VACANT UNASSIGNED**

A position that does not have a permanent teacher.

### **AR18 TRIM/TRANSFER**

Employee in transition and is entitled to a substitute.

### **AR19 TEACHER SUSPENSION**

An employee that violates the terms of his or her contract may be suspended as a disciplinary measure.

### **AR20 NO SHOW**

An employee not reporting to duty on contract without administrator approval.

### **AR21 PRINCIPAL MEETING**

### **AR22 VACATION**

### **AR23 WORKERS COMP**

An employee work related injury or illness.

### **AR24 PROFESSIONAL STAFF DEVELOPMENT FOR SPECIAL ED**

This reason code should be used ONLY if Special ED funds the workshop.

### **AR25 TITLE I**

Professional development for teachers in TITLE I schools MUST have a PS-10 approved before attending.

### **AR26 TITLE II**

Principal/teacher improvements.

### **AR27 TITLE II D**

Technology

### **AR28 EMERGENCY RESPONSE GRANT**

Federal funds for substitute teachers.

### **AR29 OTHER FEDERALLY FUNDED WORKSHOPS**

### **AR30 WORKSHOPS FUNDED BY SOURCES OUTSIDE OF TPS**

### **AR31 RELIGIOUS OBSERVANCE**

### **AR32 PATHWISE PROFESSIONAL DEVELOPMENT**

### **AR35 OU GRAD GRANT**

*The term "immediate family" shall mean husband and wife and the following relatives: father, mother, son, daughter, brother, sister, grandparents, and corresponding relatives by marriage.*