



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



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

PERSON ID or PERS ASSIG

COST CENTER

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PERSON ID or PERS ASSIG

COST CENTER

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SAP PERIOD #

PAY PERIOD BEGIN DATE

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| MONTH | DAY | YEAR |
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SAP PERIOD #

PAY PERIOD BEGIN DATE

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| MONTH | DAY | YEAR |
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Week 1 Date AM PM

Week 2 Date AM PM

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Week 1 Date AM PM

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CHECK (v) ONLY ONE (1) TYPE OF LEAVE PER FORM:

| TYPE OF LEAVE | Reg. Year | Summer 10-MO ONLY | P/T Hrly | Bus Drvrs. & Bus Aides ONLY |
|---|-----------|-------------------|----------|-----------------------------|
| Illness of Self | 0200 | 0230 | | 0203* |
| Illness/Death of Relative | 0201 | 0231 | | 0204* |
| Personal | 0282 | 0232 | | 0206* |
| Injury at Work (Explain) | 0285 | 0285 | 0207 | 0207* |
| Contagious Disease (Contracted at Work) | 0286 | 0286 | 0208 | 0208* |
| Vacation | 0283 | | | |
| Temporary Duty (Explain) | 0287 | 0287 | | 0209* |
| LWOP, Auth (Explain) | 0400 | 0400 | | 0403* |
| LWOP, Unauth (Explain) | 0401 | 0401 | | 0404* |
| OTHER: | | | | 0219* |
| COMPENSATORY TIME | 0284 | 0284 | | 0500** |
| JURY DUTY/SUBPOENAED | 0288 | 0288 | 0210 | 0210** |
| OPT DAY | 0289 | | | |
| ELECTED OFFICIAL | 0294 | 0294 | | 0215** |
| MILITARY TRAINING | 0296 | 0296 | | 0217** |
| UNION REPRESENTATIVE | 0290 | 0290 | | 0211** |
| UNION OFFICIAL BUSINESS | 0291 | 0291 | | 0212** |
| UNION POOL DAY | 0292 | 0292 | | 0213** |

CHECK (v) ONLY ONE (1) TYPE OF LEAVE PER FORM:

| TYPE OF LEAVE | Reg. Year | Summer 10-MO ONLY | P/T Hrly | Bus Drvrs. & Bus Aides ONLY |
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| Injury at Work (Explain) | 0285 | 0285 | 0207 | 0207* |
| Contagious Disease (Contracted at Work) | 0286 | 0286 | 0208 | 0208* |
| Vacation | 0283 | | | |
| Temporary Duty (Explain) | 0287 | 0287 | | 0209* |
| LWOP, Auth (Explain) | 0400 | 0400 | | 0403* |
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| UNION OFFICIAL BUSINESS | 0291 | 0291 | | 0212** |
| UNION POOL DAY | 0292 | 0292 | | 0213** |

*These codes will interface from "legacy" to SAP, and can also be used on the "Report Miscellaneous Payroll Transactions" input screen.

**These codes will not interface from "legacy" to SAP, and can only be used on the "Report Miscellaneous Payroll Transactions" input screen.

COMMENTS: _____

*These codes will interface from "legacy" to SAP, and can also be used on the "Report Miscellaneous Payroll Transactions" input screen.

**These codes will not interface from "legacy" to SAP, and can only be used on the "Report Miscellaneous Payroll Transactions" input screen.

COMMENTS: _____

I certify that the above information is correct and in accordance with the School Board of Miami-Dade County, Florida, policies and regulations.

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EMPLOYEE NAME: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

EMPLOYEE SIGNATURE: _____

PRINCIPAL/ADMINISTRATOR SIGNATURE

PRINCIPAL/ADMINISTRATOR SIGNATURE