



INDEPENDENT SCHOOL DISTRICT

**SmartFind
Employee Absence Reasons**

01 - PERSONAL ILLNESS

Local sick leave may be used if you are ill or you have a doctor's appointment. Refer to Board Policy [DEC\(LOCAL\)](#).

02 - FAMILY/CHILD ILLNESS

Local sick leave may be used in the event your child or immediate family member is ill or has a doctor's appointment. You are on maternity or paternity leave or you must be absent due to the adoption of a child. Refer to Board Policy [DEC\(LOCAL\)](#).

03 - DEATH-IMMEDIATE FAMILY

Local sick leave may be used in the death of immediate family members. Immediate family members shall include: spouse, son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee. Sibling, stepsibling, sibling-in-law. Grandparent and grandchild. Refer to Board Policy [DEC\(LOCAL\)](#).

04 - PERSONAL LEAVE

State personal leave shall be used in compliance with Board Policy [DEC\(LOCAL\)](#).

07 - JURY DUTY

Jury Duty shall be used in compliance with a summons to appear as a juror. No leave will be deducted. Refer to Board Policy [DEC\(LOCAL\)](#).

08 - FUNERAL – NOT A RELATIVE

State personal leave may be used to attend the funeral of extended family member, friend or co-worker who is not related to you.

09 - APPROVED RELIGIOUS

State personal leave may be used for religious observances. The District shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of District business. Refer to Board Policy [DEC\(LEGAL\)](#).

10 - SUBPOENA FOR MISD

Used in compliance with a summons to appear for McKinney ISD business. May only be entered into the SmartFind system by a designated Human Resources administrator. No leave will be deducted.

12 - UNEXCUSED LEAVE

Unexcused leave shall be used when an absence will result in docked pay.

13 - COMPENSATORY

Compensatory time may be used once pre-approved accumulated compensation time has been documented, signed by administrator and on file in the payroll department. Refer to Board Policy [DEC\(LOCAL\)](#).

05 - PROFESSIONAL DEVELOPMENT – CAMPUS PAID

May only be entered into the SmartFind system by a designated campus administrator.

06 - PROFESSIONAL DEVELOPMENT – DISTRICT PAID

May only be entered into the SmartFind system by a designated campus/district administrator.

14 – SUBPOENA

Used in compliance with a summons to appear for non-McKinney ISD business. May only be entered into the SmartFind system by a designated campus administrator. Refer to Board Policy [DEC\(LOCAL\)](#).

28 - MENTOR

May only be entered into the SmartFind system by designated campus/district administrator. **Mentor** shall be used for McKinney Connection mentors and mentees only.

29 - ATHLETICS

May only be entered into the SmartFind system by a designated campus/district administrator.

Athletics shall be used when a coach, athletic coordinator or athletic director that must be out for a UIL athletic event.

34 - STRATEGIC PLANNING

May only be entered into the SmartFind system by a designated campus/district administrator.

Strategic Planning shall be used when members of the McKinney ISD Strategic Planning Committee are participating in a strategic planning committee function.

37 - ACADEMIC UIL

May only be entered into the SmartFind system by a designated campus/district administrator.

Academic UIL shall be used due to a UIL academic event.

38 - FINE ARTS

May only be entered into the SmartFind system by a designated campus/district administrator.

Fine Arts shall be used due to a UIL fine arts event.

40 - PE

PE shall be used for FitnessGram testing and other activities designated by the Coordinator of Health and Physical Education.

41 - CTE

May only be entered into the SmartFind system by a designated campus/district administrator.

CTE shall be used due to CTE teaching responsibilities.

23 - MILITARY LEAVE-EMPLOYEE

May only be entered into the MAC system by a designated Human Resources administrator.

Military Leave – Employee entered once appropriate documentation has been given to the Human Resources department. Contact Human Resources at hr@mckinneyisd.net or 469-302-4117 for more information.

42 - MILITARY LEAVE - FAMILY ILLNESS

May only be entered into the SmartFind system by a designated Human Resources administrator.

Military Leave – Family Illness entered once appropriate documentation has been given to the Human Resources Department. Contact Human Resources at hr@mckinneyisd.net or 469-302-4117 for more information.

44 - MILITARY LEAVE - FAMILY PERSONAL

May only be entered into the SmartFind system by a designated Human Resources administrator.

Military Leave – Family Personal entered once appropriate documentation has been given to the Human Resources department. Contact Human Resources at hr@mckinneyisd.net or 469-302-4117 for more information.

45 – MILITARY LEAVE – EMPLOYEE LOCAL

May only be entered into the SmartFind system by a designated Human Resources administrator.

Military Leave – Employee Local entered once appropriate documentation has been given to the Human Resources department. Contact Human Resources at hr@mckinneyisd.net or call 469-302-4117 for more information.

46 – ASSAULT LEAVE

Refer to Board Policy [DEC\(LEGAL\)](#) and [DEC\(LOCAL\)](#). May only be entered into the SmartFind system by a designated Human Resources administrator.

**SmartFind
Administrator Only Access
Employee Absence Reasons**

(NOTE: SmartFind administrators may also access all the employee reasons above.)

Campus or District initiated leave must be pre-approved by campus/department administrator or immediate supervisor. Campus or department SmartFind administrators are authorized to enter campus or district initiated absences in the SmartFind system. Employees will not be able to enter campus or district initiated absences.

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The following vacancies may only be entered into the SmartFind system by a designated campus/district administrator.

17 – VACANCY – MAINTENANCE

18 – VACANCY – HUMAN RESOURCES

19 – VACANCY – BUSINESS SERVICES GROUP

20 – VACANCY – TECHNOLOGY SERVICES GROUP

21 – VACANCY – CURRICULUM AND INSTRUCTION

22 – VACANCY – COMMUNICATIONS

24 – VACANCY – SPEC. POPULATION

25 – VACANCY – SUPT. OFFICE

30 – VACANCY – SUPPORT SERVICES

31 – VACANCY – HEALTH SERVICES

32 – VACANCY – BILINGUAL/ESL

33 – VACANCY – FINE ARTS

36 – VACANCY – ADMINISTRATIVE SERVICES GROUP

35 – EXTRA SUB – CAMPUS INITIATED

May only be entered into the SmartFind system by a designated campus/district administrator.