



FREMONT UNIFIED SCHOOL DISTRICT

Leave of Absence Request Form- Classified Personnel

This form must be completed when any of the following leaves are requested. Pay will be reduced if time used is not substantiated by completion and approval of the request form. Check box indicating type of leave requested. Give date(s) used in space below. Charge absence on time card according to appropriate code. If request for leave is approved and then not taken, a correct form must be submitted. Refer to appropriate labor agreement for further details.

LEAVE WITH PAY

- A. SICK LEAVE: Completion of this form is not required for incidental use of accumulated sick leave (illness, injury, medical/dental appointment). Use of this sick leave is to be noted on the time card with appropriate code. A doctor's certificate is to be provided for sick leave of five or more consecutive days.
B. SPECIAL USE OF SICK LEAVE: Up to 7 days of sick leave may be charged by the employee in cases of personal necessity. Employee must notify his/her immediate supervisor at least 24 hours in advance.
C. BEREAVEMENT LEAVE: Employees shall be granted 5 work days upon the death of a spouse, parent, step-parent or grandparent of a member/spouse, child, foster child, stepchild of the member or anyone living in the immediate household of the member. Employees shall be entitled to 3 work days (if travel of at least 200 miles is required - a maximum of 5 work days) for bereavement, with full compensation; for death in the family including aunt, uncle, godchild, niece, nephew, daughter-in-law, brother-in-law, or grandchildren. See also, CSEA 4.3.9, SEIU 12.8.8
D. JURY DUTY: Employees may be absent from duty to serve as jurors without loss of pay. Fee paid for such service shall be payable to the school district, except mileage allowances. Attach jury notice.
E. SPECIAL LEAVE: Up to two days of leave a year may be granted for absence due to (circle appropriate one)
1. Family illness, or accident
2. Religious observance for recognized and established holy days. (Indicate name of day.) Refer to appropriate labor agreement.
F. FLOATING HOLIDAY: Two days per year may be used at discretion of employee with approval of supervisor.
G. MILITARY LEAVE: Request for military leave shall be granted pursuant to provisions of Education Code 4480 and Military and Veteran's Code 395.01, and 395.02. Copy of official order should be attached.
H. VACATION LEAVE: Completion of this form is required in order to obtain approval by the supervisor (principal or department head). Approvals at the District level are not required, unless the vacation is to be in conjunction with another type of leave. Vacation time is accrued in accordance with the established provisions: vacation time is to be taken at a time convenient to the employee and supervisor, or as provided in the labor agreement. Usage is to be charged on the time card.
I. SCHOOL BUSINESS: Such leave may be granted without loss of pay for the purpose of assigned school business.

Reason: Budget Code:

LEAVE WITHOUT PAY

- J. REASON SHOWN BELOW: Leave of absence may be granted as provided in the labor agreement. Extensions may be granted. Reasons include, but are not limited to, attending school, serving in the military, being temporarily incapacitated by illness, child rearing, or family medical leave. Refer to appropriate labor agreement.

All copies of the leave form should be sent to Classified Personnel, except those noted () which should be retained at the work site.

DATE(S) OF REQUESTED LEAVE:

REASON:

Print Name: Classification: Location:

Employee Signature: Date:

Recommendation of Principal or Administrator in Charge: Approve Not Approve

Supervisor's Signature: Date:

When required send all copies to classified personnel for approval or processing.

- Approved - With Pay
Approved - Without Pay
Not Approved Reason for denial:

Signature: Date:

(Director, Classified Personnel)

Form will be distributed accordingly to: Personnel File, Personnel Commission, Employee Copy, Board of Education, Payroll, Business Services, Supervisor