SIMI VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL REQUEST FOR LEAVE OF ABSENCE

_____ _____ _____
(Employee Name) (School/Department) (Classification Title)

_____ _____ _____
(Mailing Address) (City) (Zip Code)

I request a Leave of Absence from _____ through _____.
(first work day) (last work day)

I HAVE READ AND UNDERSTAND THE CONDITIONS OF THE LEAVE AS REPORTED IN THE SIMI VALLEY UNIFIED SCHOOL DISTRICT CSEA CONTRACT OF AGREEMENT OR PERSONNEL COMMISSION RULES AND REGULATIONS.

Failure to report to duty within five (5) days after a leave expires is considered abandonment of position.

Check the type of leave requested below:

____ Sick Leave/Five Month 50% Paid Leave (CSEA Contract Article VIII-L.2 / P.C. Rule 6.80.3, 6.80.4) **

____ Military Leave (CSEA Contract Article VIII-K / P.C. Rule 6.80.13)

____ Maternity Leave (CSEA Contract Article VIII-E/ P.C. Rule 6.80.15) **

____ Parental Leave (unit only) (CSEA Contract Article VIII-F)

____ Industrial Accident & Illness Leave (CSEA Contract Article XIV / P.C. Rule 6.80.6) **

____ Leave to Serve in Exempt, Temporary or Limited Term Position (CSEA Contract Article VIII-I / P.C. Rule 6.80.16)

____ Leave of Absence Without Pay (CSEA Contract Article VIII-J / P.C. Rule 6.80.14)

____ Family Care and Medical Leave (CSEA Contract Article VIII-G / Family & Medical Leave Act of 1993) **

____ Catastrophic Leave (unit only) (CSEA Contract Article VIII-D) **

**** DOCTOR'S STATEMENT REQUIRED**

COMMENTS: _____

(SIGNED) _____ (DATE) _____
Employee

(SIGNED) _____ (DATE) _____
Principal or Department Head ***

____ Approved ____ Not Approved *** Signing this is not an admission of liability re industrial accident & illness.

INSTRUCTIONS: Send all four (4) copies to Classified Personnel Services. Following the Board of Education meeting, the form will be completed and one copy returned to the principal/department head & one copy to the employee.

The Board of Education approved your Request for Leave of Absence at its meeting held on _____.

SIGNATURE: _____ DATE: _____
(Classified Personnel Services)

WHITE: Personnel File CANARY: Employee PINK: Principal/Department Head GOLDENROD: Payroll