LEAVE REQUEST FORM
(PLEASE USE BLACK OR BLUE INK)

Pleasant Hill School District No. 1
36386 Highway 58
Pleasant Hill, OR 97455
Phone: 541-746-9646
Fax: 541-746-2537

Employee Name: _____

TYPE OF LEAVE REQUESTED (see back of form for details):

☐ Personal ☐ Vacation ☐ Emergency (Classified only) ☐ Association ☐ Unpaid ☐ Jury Duty/Court

☐ Sick, SPECIFY if Sick is for ☐Self or ☐Other-provide relationship _____

☐ Bereavement for _____, provide relationship _____

Specify Reason for Leave Request: _____

Date(s) Requested: _____ Time: _____ to _____

_____ _____
Employee Signature Date of Application

Approved ☐ Not Approved ☐

_____ _____
Supervisor's Signature Date

Payroll Confirmation: _____ hours _____ leave available as of _____ By: _____

_____ _____ ☐ ☐
Superintendent's Signature Date

All employees are required to submit a Leave Request for the following:

- Personal Leave (Classified – one day per year, Licensed – two days per year)
- Prearranged Sick Leave (i.e. scheduled medical and dental appointments)
- Vacation Leave (12-month employees)
- Bereavement Leave (five days allowed)
- Emergency Leave (Classified only; Licensed use Personal Leave)
- Jury Duty/Court Appearance Leave
- Unpaid Leave

For In-Service and Professional Leave, use the In-Service Application form.

Additional information about each type of leave is also available on the district website. It includes information about use of Sick Leave for Family Medical purposes. The district will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave. The district website provides links to the district policies in regard to FMLA and OFLA.

Submitting the Leave Request Form: Completed forms should be submitted to the building administrator for approval. Approved requests are then sent to the District Office for processing. Available leave hours are confirmed, and a copy of the approved or denied request is returned to the employee via the school office.

Returning to work after Leave is taken: Following any absence, employees are required to submit a Report of Absence (ROA) form. For absences of five (5) days or longer due to illness, hospitalization, or family medical, a doctor's note is required.

Licensed Leave (Please refer to contract for additional details)

SICK LEAVE
Please see Collective Bargaining Agreement Article 17.

PERSONAL LEAVE
While an employee will not be excused from work to participate in remunerative activities, he/she may be excused from work no more than two (2) days a year for personal needs. This leave is accumulative to four (4) days. Retirees may use one additional day during the last year of their employment. The intent of the policy is to cover events that would normally cause the employee to be absent, whether paid or not. The employee shall request in writing through his/her building principal at least two (2) days in advance of the anticipated absence, stating the time and date that he/she will be absent from his/her job. In emergency situations, the two (2) day notice may be waived by the building Principal upon receipt of a brief explanation that must be included in the written request. The building Principal shall give the employee written notice of approval or denial of his/her request, which may be based upon the number of staff to be released on any one day and if the day requested is the day preceding or following a vacation or holiday.

BEREAVEMENT LEAVE
Employees granted up to five (5) days, as designated by the employee, for death in the immediate family. Additional days may be granted by the Superintendent, where there are extenuating circumstances such as an extensive travel obligation or assumption of major responsibilities surrounding the death. The immediate family would be spouse, father, mother, brother, sister, son, or daughter and like in-laws, grandmother, grandfather, other significant person responsible for the rearing of the employee, or a member of the immediate household whose official residence is the same as that of the employee.

COURT APPEARANCE LEAVE
When an employee is called for jury duty or is subpoenaed as a witness before a court, legislative committee, judicial, or quasi-judicial body, he/she will be continued at full salary for the period of required service. The fees received by the employee will be paid to the District, minus actual expenses. This provision does not apply when the employee is the plaintiff or defendant, except as provided in Article 4, Section D, 2. For jury duty attach a copy of the Jury Summons.

Classified Leave (Please refer to contract for additional details)

SICK LEAVE
Please see Collective bargaining Agreement Article 10.7.

PERSONAL LEAVE
Classified employees are entitled to one day paid personal leave per year. Said leave shall require no explanation and is accumulative to two (2) days. Requests for personal leave shall be made to the supervisor with at least two (2) days advance notice. The two (2) day notice provision shall be waived provided the leave is for an emergency and the general nature of the emergency is made known to the supervisor at the time of the request. Personal leave shall be granted unless the request is not timely or the leave would result in the absence of more than two (2) people from a particular work unit on a given day.

VACATION LEAVE
Full-time, twelve (12) month employees in the bargaining unit are granted vacation time.

BEREAVEMENT LEAVE
Classified Employees are granted five (5) days bereavement leave for each death in the immediate family-not to be subtracted from sick leave. The immediate family would be spouse, father, mother, grandparents, grandchildren, brother, sister, son or daughter, and like in-laws.

COURT APPEARANCES
If an employee is called for jury duty, or is subpoenaed as a witness in a court case in which he/she personally is not involved, he will be entitled to reimbursement by the District at the straight-time hourly rate of his/her regular job, for the hours of work necessarily lost as a result of court appearance or duty, less the amount of reimbursement paid by the court, excluding mileage reimbursement. For jury duty attach a copy of the Jury Summons.

Employees are required to report to work on any day when two (2) or more hours remain in a regular work schedule after court duty/obligations are met. They shall not receive pay for any hours not worked. Non-day-shift employees will not be required to report for work on any day that they have performed court duty for more than one-half (1/4) of an eight (8) hour general court business day, provided such absence shall be without pay.

Check the box to specify which type of leave you would like to use.

TYPE OF LEAVE REQUESTED (see back of form for details):

☐ Personal ☐ Vacation ☐ Emergency (Classified only) ☐ Association ☐ Unpaid ☐ Jury Duty/Court

☑ Sick, SPECIFY if Sick is for ☑ Self or ☐ Other-provide relationship _____

☐ Bereavement for _____, provide relationship _____

Write in details about your leave request here.

Specify Reason for Leave Request: Dentist Appointment

Date(s) Requested: 09/01/22 Time: 8:00am to 9:30am

	Approved	Not Approved
Supervisor's Signature _____ Date _____	☐	☐
Payroll Confirmation: _____ hours _____ leave available as of _____ By: _____		
Superintendent's Signature _____ Date _____	☐	☐

Turn in the completed form to your supervisor for approval, then the Superintendent.

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- Vacation Leave (12-month employees)
- Bereavement Leave (five days allowed)
- Emergency Leave (Classified only; Licensed use Personal Leave)
- ★ Jury Duty/Court Appearance Leave
- Unpaid Leave

For In-Service and Professional Leave, use the In-Service Application form.

You must complete a Leave Request if you will be absent from work for any of these reasons.

★ You must submit a copy of your Jury Summons.

A copy of your leave request will be returned to you in the school office.
After you have returned from your leave, you must complete a Report of Absence – See Report of Absence (ROA) How To

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QUESTIONS?

Contact Hayley Dellinger, Payroll Specialist
Phone: (541) 736-0794 or Extension 194
Email: hdellinger@pleasanthill.k12.or.us
Schedule: Monday – Friday, 7:30am – 4:00pm