

LEAVE REPORT

Name _____ Employee ID# _____ Campus/Dept _____

- Clerical/Paraprofessional
 Technology
 Manual Trades

Leave is granted in accordance with policy DEC. **You may elect the order in which you use leave.** The leave you elect must coincide with the reason for your absence. If you do not make an election on this form or if the leave you elect does not have a balance, the district will apply available leave in the order below, as applicable. Your election will only be accepted on this form and **you may not change your election after the form is submitted.**

1. **State Sick Leave (prior to 1995-96)** - Used for personal illness, illness of or death in immediate family or family emergency.
 2. **Local Sick Leave** - Used for personal illness, illness of or death in immediate family or family emergency.
 3. **State Personal Leave** - Discretionary or Non-Discretionary
 - Non-discretionary** - Used for personal illness, illness in or death of immediate family or family emergency.
 - Discretionary** - Taken at employee's discretion, subject to limitations. Written request to supervisor 3 days in advance required.
- If you are absent more than five consecutive workdays for personal illness or illness in the immediate family – medical certification is required.
 - If you are absent more than three days on extended leave (as related to FMLA) – you must notify the Payroll & Benefits Department at 947-3838.

Check	EMPLOYEE'S ELECTION OF LEAVE
	You may elect the leave you wish to take – check the appropriate box. Reason for absence must meet the criteria outlined above.
	State Sick Leave (prior to 1995-1996)
	Local Sick Leave
	State Personal Leave - Non-discretionary
	State Personal Leave - Discretionary - Required written request to supervisor 3 days in advance
	Assault Leave

Reason for Absence	Date(s) of Absence	# Hours
<input type="checkbox"/> Employee illness or medical appointment		
<input type="checkbox"/> Family illness or family medical appointment – Specify relationship:		
<input type="checkbox"/> Death in family – Specify relationship:		
<input type="checkbox"/> Personal business – <i>Three days notice required.</i> Date of written request:		
<input type="checkbox"/> Jury duty – Attach copy of summons (required)		
<input type="checkbox"/> Professional Learning – Title: _____ Funding Source: _____ Budget Code: _____		
<input type="checkbox"/> Other – Specify: _____ Budget Code: _____		

	Substitute Name	Sub ID#	Date(s) Worked	AM/PM	# Days
M					
T					
W					
Th					
Fr					

Employee Signature _____ Date _____

Principal or Supervisor Signature _____ Date _____