



Request for Leave – Classified Employees

Prior approval from your Supervisor is required before you use any leave - please check one of the following and return this form to your Supervisor for approval.

☐ Bereavement ☐ Vacation ☐ Personal Necessity Leave (PNL) ☐ Floating Holiday

Employee Name:_____	PSL #:_____
Job Title:_____	Work Site:_____
Date(s) of Absence:_____	Hours of Assignment_____
If requesting Bereavement please state the relationship to the deceased: _____	
☐ Substitute Needed	

Requests for PNL only: Personal Necessity Leave (PNL): Per Merit System Rules and Regulations 60.700.7, Education Code Section 45207 and the PVSD/SEIU Contract – Article IX, Section G, employees requesting Personal Necessity Leave shall complete this form. Employees are entitled seven (7) days per fiscal year to be deducted from their sick leave and PNL may be taken ½ hour increments. Payment for such leaves shall be made only upon certification by the Human Resources Office that the absence was due to circumstances in conformance to those outlined in this rule. The District reserves the right to require the employee to furnish evidence of the nature of the absence and may take whatever steps necessary to satisfy itself that the absence occurred within the limits of this rule.

Please check one of the following and provide brief explanation:

- ☐ Death of a family member (not covered under bereavement leave)
- ☐ Accident involving person or property / person or property of a member of your immediate family
- ☐ Court appearance (other than a litigant)
- ☐ Illness or injury to immediate family

Explanation:_____

Please check one of the following, no explanation required:

- ☐ Leadership position in community or youth activity
- ☐ Traditional observances consistent with one's personal beliefs and practices.
- ☐ Family obligations that are not annual observances.
- ☐ Personal business demands (not outside employment)

I attest that I am not using PNL to extend a vacation or holiday, relocation, political activities, outside employment, or participation in an organized work absence.

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

District Office Signature:_____ Date:_____

☐ Approved ☐ Not Approved Reason:_____

Bereavement Only - Signature of Director, Classified H.R.: _____

(Submit approved request form with time sheet if you are requesting Bereavement or PNL)

Classified Employee Leave Time

The following provisions apply for leave time. Custodians and food services employees must get District Office approval in addition to their immediate supervisor.

Floating Holidays

Merit System Rule 70.400.1.B

- 3.5 days each fiscal year (prorated for part time employees and those who begin employment after July 1)
- Use it by June 30th or lose it
- Taken at times requested by the employee consistent with the needs of the district.(Merit Rule 70.400.1.B)

Paid Sick leave

Merit Rule 60.700.2, Ed Code 45191, Calif. Labor Code 233 60.700.2.G “In order to receive compensation while absent on sick leave, the employee shall notify the district of his/her absence as soon as possible but not later than within the first working hour of the first day absent, unless conditions make notification impossible. The burden of proof of impossible conditions shall be upon the employee.”

- One day per month – pro-rated for part time employees
- Required to notify supervisor of absence - Call in each day
- More than 4 consecutive days, may require a doctor’s note to return, or if there is reason to believe it is being abused – i.e., sick every other Friday. (refer to SEIU/PVSD contract Article X.B.8&9, Merit Rule 60.700.2.I&J)

Personal Necessity Leave – PNL

Merit Rule 60.700.7

- 7 days per fiscal year: July 1-June 30.
- Must be approved in advance by supervisor. Submit approved Leave Request Form with your time sheet.
- Deducted from earned sick leave (can not exceed the number of full days of regular sick leave to which the employee is entitled).
- Can be taken in ½ hour increments.

Vacation

Merit System Rule 60.700.1, Ed Code 45190 Merit System rule 60.700.1.D “Vacation schedules shall be prepared and approved by the administration. Prime effort shall be made to assure needed operation of the district. Effort shall be made to allow vacation to be taken at times convenient to the employee, consistent, as stated above, with the needs of the service and work load of the department.”

- 1st 5 years (1 day/mo)
- 6-15 yrs (1.25 days/mo)
- After 15 years (1.5 days/mo)

Bereavement Leave

Merit System Rule 60.700.6, Ed Code 45194

- immediate family
- 5 days in state
- 7 days out of state
- Leave Request Form must be completed, approved by administrator, and sent to Classified Human Resource.

Holidays – Merit System Rule 70.400.1-3, Ed Code 45203, 45205