



# Oxnard Union High School District

## HUMAN RESOURCES LEAVE OF ABSENCE REQUEST

SECTION 1		CERTIFICATED/CLASSIFIED		
PRINT NAME: _____				
Last	First	Middle	Employee ID # _____	
Street Address while on Leave _____		City	State	Zip
				Telephone # _____
Site _____	Division _____		Position _____	

### SECTION 2

The dates of the leave are from: \_\_\_\_\_ through \_\_\_\_\_

### SECTION 3

For the reason below: (for any leave considered medical leave, please make sure to attach a doctor's note when submitting your request)

<input type="checkbox"/> Sick Leave/Extended (over 5 days, less than 5 days form not needed) <i>circle one: Self    Family Member</i>	<input type="checkbox"/> Personal Leave Short Term (unpaid)	<input type="checkbox"/> Leave Without Pay Long Term (unpaid)
<input type="checkbox"/> FMLA/CFRA/Pregnancy Disability Leave (maternity)	<input type="checkbox"/> Parental (Baby Bonding)	<input type="checkbox"/> Pregnancy (non-Disability-Unpaid)
<input type="checkbox"/> Child Rearing (unpaid)	<input type="checkbox"/> Extended Bereavement (select leave - Sick Leave, Vacation, Comp Time)	<input type="checkbox"/> Industrial/Worker's Comp
<input type="checkbox"/> Military	<input type="checkbox"/> Health Rehabilitation (certificated Only - unpaid)	<input type="checkbox"/> Sabbatical (Certificated only)
<input type="checkbox"/> Catastrophic Leave	<input type="checkbox"/> Elected Office	<input type="checkbox"/> Legislative
		<input type="checkbox"/> Federation/Assoc.

Leave of absence requests, other than sick leave, must be submitted ten (10) days prior to the first day of leave

### SECTION 4

<i>Employee Signature</i>	<i>Date</i>
<i>School/Dept. Administrator/Supervisor Signature</i>	<i>Date</i>

### REQUEST STATUS (fields below to be completed by Human Resources ONLY)

Approved

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

**Human Resources Signature**

**Date**

Please refer to the appropriate contract provisions of your Agreement for detailed information, including priorities and restrictions.  
Bargaining Unit Agreements for Certificated Article 11, Classified Article 13, Paraeducator Article 11, Campus Supervisor Article 11