Newport-Mesa Unified School District

Classified Absence Request Form

Consistent with the CSEA Collective Bargaining Agreement, this document shall be used as a part of the School Site/Department's established reporting procedures for approving and documenting some leaves of absence. Please complete this form as far in advance of the anticipated absence as possible. Verification of absences may be required. Other leaves may be available that are not covered by this form. Please contact Laura Garcia at lgarcia@nmusd.us if your leave encompasses your own or a family member's personal serious health condition, pregnancy/baby bonding or military leave. Employee and Site should maintain signed copy for their records.

Employee Information		
Name (Print):	School/Department Site:	
Position:	Employee ID:	Work Hours:
Employee Signature:	Date:	

Duration of Requested Leave of Absence		
Leave Start Date:	Leave End Date:	Total Number of Days:

Time of Absence	
☐ All Day	☐ Partial Day From:_____ am/pm To:_____ am/pm

Leave Request Information (Select Absence Type)	
☐ Vacation (Requires advance notice)	☐ Illness* (Provide as much advance notice as possible)
☐ Personal Necessity* (Requires five days advance notice for most reasons) Select appropriate purpose: (Details for each option can be found in the CSEA Collective Bargaining Agreement under Article 8.9) ☐ 8.9.1.1 ☐ 8.9.1.2 ☐ 8.9.1.3 ☐ 8.9.1.4 ☐ 8.9.1.5 ☐ 8.9.1.6 ☐ 8.9.1.7 ☐ 8.9.1.8 ☐ 8.9.1.9 ☐ 8.9.4	
☐ Kin Care*	☐ Bereavement*
☐ Floating Holiday** (Requires five days advance notice)	☐ Banked Compensatory Time
☐ Jury Duty*	☐ Witness in court case* (Must be served with subpoena to appear as a witness *not a litigant* in case)

Disposition	
Approved ☐ Denied ☐ If Denied, provide reason in space below:	
Supervisor Signature:	Date:

***May require additional documentation and coordination through Human Resources**

****Only available to permanent classified employees**

School Site/Department may also require employee to complete NMUSD's online Leave of Absence Request form before or after completion of leave, which can be found at https://payroll.nmusd.us/LeaveOfAbsence/SignIn.aspx

Updated 03.27.26

Personal Necessity Leave

Employees shall be entitled to use a maximum of seven (7) days of accrued illness or injury leave each fiscal year for purposes listed below:

8.9.1.1
The death of member of the employee's immediate family when the number of days required exceeds the limit provided in Bereavement Leave.

8.9.1.2
A serious accident involving the employee's person or property, or the person or property of a member of his/her immediate family. An emergency accident would involve an unforeseen mishap or the serious injury of an immediate family member or property damage resulting from an unforeseen tragedy or act of destruction.

8.9.1.3
An illness of a member of the employee's immediate family which is of a serious nature. An illness of a serious nature shall be an illness which an employee cannot reasonably be expected to disregard and which requires the attention of the employee during his/her assigned hours of service.

8.9.1.4
Appearance in court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction and for which no other leave is provided for in these articles.

8.9.1.5
The birth or adoption of a child, making it necessary for the employee to be absent from his/her position during his/her assigned hours of services. For purposes of this rule, the “child” must be a member within the immediate family. Immediate family is limited to mother, father, grandmother, grandfather, or sibling.

8.9.1.6
Recognized religious holy days.

8.9.1.7
Wedding of unit member or unit member’s immediate family.

8.9.1.8
College or university graduation of immediate family members.

8.9.1.9
Unit members may request up to one (1) day of Personnel Necessity Leave under 8.9.1 for other matters of compelling personal importance which cannot reasonably be expected to be taken care of outside the regular work day. Other than in cases of emergency, requests under this section must be submitted in writing, including a brief description of the compelling personal importance, to the supervisor in advance of the leave. Unit members using Personal Necessity Leave under this provision, when approved, must verify on the District Request for Personal Necessity Leave form that the leave was for Personal Necessity and shall not be used for recreational purposes, extension of a holiday, vacation or for matters of purely personal convenience.

8.9.4
Two (2) days of the seven (7) personal necessity leave days as defined in 8.9.1 may be used each fiscal year by employees for conditions of personal necessity as deemed appropriate by the employee. These days may be taken in one-half day increments and used only for necessities which the employee cannot be expected to disregard and which require the attention of the employee during his/her assigned hours of service. No prior approval by the supervisor is required, but notification to the immediate supervisor must be made in advance of the leave and such notification shall be five (5) days in advance except in cases of emergency. The two (2) days of unspecified personal necessity leave may not be accumulated or carried over to a subsequent school year. This provision may not be used for a work stoppage or slowdown.