



AUTHORIZATION TO REDUCE SICK LEAVE

Name of Employee: _____

Date: _____

I hereby certify that the absence below is a personal necessity within the meaning of Education Code Section 44981 and current contracted agreement for the certificated employees, or Education Code 45207 and Board Policy 4261(B) for classified employees. I therefore request that I be granted personal necessity leave and authorize the reduction of time from my **accumulated sick leave credit**.

Pre-Approval required before taking leave, unless it involves an accident, serious illness, or death. Upon written approval, employee must report their absence on Frontline.

(P1) Absence from service on: _____, 20____ through _____, 20____

for total of _____ working day(s)/hour(s) due to the following circumstance(s):

(P2) LTA unit members are entitled to use their (4) available personal necessity days per school year for personal business reasons, at their discretion. *Prior to requesting the leave, LTA unit members must notify District Office to confirm that 2% limit has not been reached. Teachers are required to report their absence via Frontline no later than 3:15 p.m. on the workday prior to the leave. In addition, LTA unit members **may NOT use** P2 day(s) before or after a holiday, to extend a District break, or on New Year Prep Day, the first and last student days of school, Back-to-School Night, Open House, and Parent Conference Day. Upon written approval, ALL employees must report their absence on Frontline.*

(P2) All other employees are entitled (2) personal necessity days per school year for personal business reasons, at their discretion. *Upon written approval, employees must report their absence on Frontline.*

Absence from service on: _____, 20____ through _____, 20____

for a total of _____ working day(s)/hour(s).

Work Location/Position

Signature of Employee

Approved

Not Approved

Approved

Not Approved

Principal/Supervisor

Assistant Superintendent of Business

Attach court certifications, fee remittances, or other available documentation.