

LEAVE REPORT

Name _____ Employee ID# _____ Campus/Dept _____

☐ Transportation☐ Food Service☐ Custodial☐ Maintenance

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 immediate family – medical certification is required.
 - If you are absent more than three days on extended leave (as related to FMLA) – you must notify Wesley Smith at 947-3838 x789.

Check	EMPLOYEE'S ELECTION OF LEAVE You may elect the leave you wish to take – check the appropriate box.
☐	State Sick Leave (prior to 1995-1996)
☐	Local Sick Leave
☐	State Personal Leave
☐	Vacation
☐	Assault Leave

Reason for Absence Reason for absence must meet the criteria outlined above.	Date(s) of Absence	# Hours
☐ Employee Illness or Medical Appointment		
☐ Family Illness or Family Medical Appointment		
☐ Death in Family		
☐ Personal Business – <i>Three days notice required.</i> Date of written request:		
☐ Jury Duty – Attach copy of summons (required)		
☐ Other/Vacation – Specify: _____ Budget Code: _____		

Employee Signature _____ Date _____

Principal or Supervisor Signature _____ Date _____