

LEAVE REQUEST FORM



A completed form is required for all absences.

Certified and Classified EA Inclusion staff: Must report any and all absences to AESOP by calling 1-800-942-3767 or logging onto the AESOP website at: <http://www.aesoponline.com/>. A job number will be assigned when the job is created.

Full Last Name: _____	Full First Name: _____
SUB-LINE Job Number: _____	Employee Badge Number: _____ <small>(Found on the back, left hand side of your CFSD name badge.)</small>
Today's Date: _____	Please check: Adm. <input type="checkbox"/> Cert. <input type="checkbox"/> Class. <input type="checkbox"/>
Position: _____	Location: _____ F.T.E.: _____
DATE(S) OF ABSENCE: _____	

Request for <i>Short-Term Leave</i> :	Total Hours:
Employee Illness Leave	_____
Family Illness Leave (to care for immediate family who resides with the employee)	_____
Business Leave (excluding all 12-month employees) Business leave <u>MUST</u> be approved in advance by the employee's site administrator.	_____
<u>In order to receive a paid holiday or recess day, the employee must be working or be on paid leave immediately preceding and following the paid recess or regularly scheduled holiday.</u>	
Religious Observance	_____
Bereavement (Deceased's relationship to employee: _____)	_____

Request for <i>Other Leave</i> :	Total Hours:
Jury Duty (attach documentation from Courts)	_____
Vacation (12-month employees only)	_____
Leave Without Pay: _____ (Absent without paid leave; a rare exception requiring administrative pre-approval)	_____
Professional Leave: Building Level * <input type="checkbox"/> District Level <input type="checkbox"/>	_____
Professional Leave Activity: _____ (Field Trip, Coaching Assignment, CFG, TRIPS, Strategic Planning, etc.)	_____
* Budget Code for Professional Leave: _____	_____
(To be completed by Administrator)	

Employee Signature: _____ Date: _____

Administrator / Supervisor: _____ Date: _____
Administrator / Supervisor should NOT sign an incomplete form.

Superintendent / Designee _____ Date: _____

Leave Request Information

Employee Illness Leave: (Policy GCC) An employee may use any or all of their accumulated short-term leave for his or her own personal illness or disability.

Family Illness Leave: (Policy GCC) An employee may use any or all of their accumulated short-term leave to care for, or to make arrangements for the care of, the employee's spouse, parent, child, the parent or child of the employee's spouse, or any other member of the employee's immediate family (as defined in Policy GCC), and who resides with the employee.

Bereavement (Policy GCC) In the event of the death of the employee's spouse, child, spouse's child, parent, spouse's parent, sibling, or spouse's sibling, the employee may take up to 5 days leave which will not be deducted from their short-term leave accrual.

In the event of the death of an aunt, uncle, spouse's aunt or uncle, niece or nephew, spouse's niece or nephew, grandparents, spouse's grandparents, great-grandparents, spouse's great-grandparents, the natural or adopted child of a natural or adopted child (grandchild), and the natural or adopted child of a spouse's natural or adopted child (grandchild), the employee may take up to 5 days leave which will be deducted from their short-term leave accrual.

In the event of the death of any other relations, the employee may use business or vacation leave.

Business Leave: (Policy GCC) An employee who does not receive paid vacation may use no more than two days of short-term leave during the school year for business reasons. Business leave should be used only for business which cannot be accommodated outside of regular work hours. It shall not be granted during the first or last week of school or immediately preceding or following a regularly scheduled holiday or recess.

Business leave MUST be approved in advance by the employee's site administrator. The District reserves the right to request the reason for the absence.

Religious Observance: (Policy GCC) An employee may use all or part of their short-term leave for the observance of religious holidays or religious events which require the absence of the employee.

Jury Duty: (Policy GCC) An employee who must be absent for jury duty shall continue to be paid their regular salary for those days for which they serve on jury duty. Days absent for jury duty shall not be deducted from short-term leave or vacation time.

Vacation: (Policy GCD) For 12 month classified employees and administrators only.

Please contact the Human Resources Department for information regarding:

- Family and Medical Leave
- Professional Leave
- Leave Without Pay
- Weather-Related Leave
- Military

When making decisions regarding short-term leave, please refer to the CFSD Policy Manual, not this abbreviated summary. This can be found on the website www.cfsd16.org Click on About, then Board Policies.