

LEAVE REQUEST

INSTRUCTIONS: Please complete and submit to approving authority.
 Personnel: See Master Contract, if applicable, for detailed provisions relating to both paid and unpaid leave.

TO BE COMPLETED BY EMPLOYEE

Employee Name:	Check one: <input type="checkbox"/> Professional Personnel <input type="checkbox"/> Instructional Personnel <input type="checkbox"/> Administrative Personnel <input type="checkbox"/> Educational Support Personnel
Social Security Number: XXX-XX-_____	
School or Department:	

Type of Leave: (Check one) (See Page 2 of form for additional information and reason codes.)
 Do not report Temporary leave and other leave on the same form.

<input type="checkbox"/> 110 Sick Leave	<input type="checkbox"/> 441 Unpaid - Sick	<input type="checkbox"/> Temporary Duty - Other
<input type="checkbox"/> 220 Personal - Paid (Must be approved in advance, max 6 days / year)	<input type="checkbox"/> 444 Unpaid - Annual	<input type="checkbox"/> 443 Workers' Comp Without Pay
<input type="checkbox"/> 330 Annual Leave (Must be approved in advance)	<input type="checkbox"/> Union Leave	<input type="checkbox"/> 710 Workers' Comp With Pay

* = Requires Human Resources Approval
 ** = Requires Risk Management Approval

Leave Date	Reason Code	Hours Taken	Explanation

Important: Extended leave without pay may result in loss of group health insurance coverage.

Signature of Employee	Date
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MUST BE COMPLETED BY PRINCIPAL OR DEPARTMENT HEAD

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Principal or Department Head	Date
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TO BE COMPLETED BY HUMAN RESOURCES MANAGEMENT DEPARTMENT (WHEN REQUIRED)

Approved With Pay	Approved Without Pay	School Board Stamp of Approval
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REASON CODES

SICK LEAVE PAID:

110 For illness of employee or that of persons specified in the Master Contract.

PERSONAL LEAVE PAID:

220 Limit per Collective Bargaining Agreements. Administrative and Professional contracts limited per School Board Rule. Charged to accrued sick leave. Must be approved in advance.

ANNUAL LEAVE PAID:

330 Pertains only to twelve-month Educational Support, Administrative, Professional and Instructional personnel. Must be approved in advance.

UNPAID LEAVE:

440 Personal - Administrative and Instructional personnel may be granted personal leave without pay by the school board. This leave will protect the contractual status of the person involved but will be without pay. Anyone on leave without pay for an extended period must fill out the appropriate leave of absence forms. This must be submitted at time of request for leave.

441 Sick- Same as sick leave code 110 but is unpaid.

442 Suspension without pay.

444 Annual Leave without pay. Same as annual leave code 330 but is unpaid.

TEMPORARY DUTY - PAID LEAVE NOT CHARGED TO ANY ACCRUED LEAVE:

650 Union EEA. To be used for union related leave. (Prior approval by Union and Director of Human Resources.)

655 Union EEC/CA, EESPA, or EASE. To be used for union related leave. (Prior approval by Union and Director of Human Resources.)

660 Jury Duty. Any employee may receive full pay while on jury/legal duty. However, to receive such pay the employee must submit pay received from the Court to the School District Finance Department. The employee may keep travel pay received from the Court.

661 Legal Duty. Any employee may receive full pay while on jury/legal duty. However, to receive such pay the employee must submit pay received from the Court to the School District Finance Department. The employee may keep travel pay received from the Court. If subpoena is issued, a copy should be attached. Explain purpose of subpoena in area designated for explanation.

662 Military Leave. Such leaves will be granted to employees who are required to serve in the Armed Forces. A copy of the official orders must be attached.

663 Suspension with pay.

665 Professional. Professional Leave is authorized leave to attend or participate in professional meetings or to enroll at an accredited college. Specify if pre-school, post-school or retraining leave.

670 In-county field trip/conference/workshop --no substitute.

671 In-county field trip/conference/workshop --substitute charged to same account as person on leave.

672 In-county field trip/conference/workshop --substitute charged to different project.

673 In-county field trip/conference/workshop --substitute charged to Beginning Teacher Program.

680 Out-county field trip/conference/workshop --no substitute.

681 Out-county field trip/conference/workshop --substitute charged to same account as person on leave.

682 Out-county field trip/conference/workshop --substitute charged to different project.

WORKER'S COMP LEAVE - Must contact Risk Management at 469-6159 for approval prior to using:

443 Workers' Compensation without pay from district and is being paid by workers' compensation.

710 Job Injury with pay (Worker's Comp). Injury received while on the job. Specify type of injury. Doctor's statement is required.