Plumas Lake Elementary School District
Leave of Absence
CLASSIFIED EMPLOYEES

Name (Last, First)

Site:

FROM DATE		TO DATE
/ /		/ /

# of Days	Hrs/Day	Total Hours

Under all circumstances, an employee shall verify in writing that sick leave for personal necessity was not used for vacation, recreation, seeking or engaging in other employment, to extend a holiday or weekend, or for concerted activities against the District.

I CERTIFY THAT THE INFORMATION STATED ON THIS FORM IS TRUE.

_____
EMPLOYEE SIGNATURE DATE

Physician's Certification: Normally required for absences of more than 5 days. May be required for any absence if requested by Administrator.

I CERTIFY THAT THE ABOVE NAMED PERSON WAS UNABLE TO WORK DURING THE ABOVE PERIOD.

_____
PHYSICIANS SIGNATURE

CA LIC. # _____

_____
PRINCIPAL APPROVAL DATE

Type of Leave:

☐ **Sick Leave, injury, disability**

☐ **Personal Necessity (reason):**

_____

☐ **Bereavement**

Relationship: _____

☐ **Personal Deduction (full daily deduction)**

☐ **CSEA Negotiations**

☐ **Union Business (specify):**

_____

☐ **School Business (specify):**

_____

☐ **Workers Comp**

☐ **Other (specify):**

_____

Personal Illness and Personal Necessity absences reported on this form are charged against the employee's sick leave bank.

DEFINITIONS OF LEAVES

Sick Leave – may be used for time taken off from work by an employee for medical appointment of the employee or child when such appointment cannot be made outside of work hours. Unit member may use up to one-half of the current year's allotment of sick leave to care for a child, parent, spouse or domestic partner who is sick pursuant to definitions and requirements of Labor Code section 233.5

Personal Necessity Leave – Every unit member shall be entitled to seven days of his/her sick leave allotment during each school year in case of the following;

- Death or serious illness of a member of the immediate family.
- Serious accident involving the unit member's person or property or the person or property of a member of the immediate family.
- Imminent danger to the home or personal property occasioned by flood, storm, or fire.
- Child adoption procedures
- "Compelling personal importance" – cannot reasonable be postponed or disregarded, cannot be taken care of after work hours or on weekends. Is not used for vacation, recreation, seeking other employment, to extend a holiday or weekend, or for concerted activities against the District

Bereavement Leave – A employee shall be granted a leave with full pay in the event of a death in the unit member's immediate family. The leave shall be for a period not to exceed three (3) days. Five (5) days if travel over 300 miles one way to the funeral location is necessary. The immediate family is defined to include spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, foster child currently residing with the employee, grandparent, grandchild, or any relative of either spouse living in the immediate household of the unit member.

For sick leave, failure of the employee to obtain the certification of a licensed physician when required shall result in the absence being charged to unpaid leave, and may be grounds for disciplinary action.

In the event that there is a concerted withdrawal of services by employees, it shall be the district's policy to require a physician's certification from an employee who is absent on the date of such withdrawal or services, and who applies for sick leave benefits.