Plumas Lake Elementary School District
Leave of Absence
CLASSIFIED EMPLOYEES

Name (Last, First)

Site:

Type of Leave:

□ Sick Leave
□ Personal Necessity:

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.

____________ (Initial)

Bereavement

Relationship: _________________________

Personal Deduction (full daily deduction)

Union Business (specify):

School Business (specify):

Vacation

Workers Comp

Comp Time

Other (specify):

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

EMPLOYEE SIGNATURE ________________________ DATE ____________

PRINCIPAL APPROVAL ________________________ DATE ____________

DEPARTMENT APPROVAL ________________________ DATE ____________

I, the undersigned employee, hereby request ____________ (Number) days of sick leave. The leave shall begin ____________ (Date) and end ____________ (Date).

I certify that the total number of hours of the leave is ____________.

The number of days of leave requested was computed by using the standard number of days per year stated in the Employee Handbook. The leave will begin on ____________ (Date) and end on ____________ (Date).

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 of services, and who applies for sick leave benefits.

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 when such appointment cannot be made outside of work hours. Use of Sick Leave for Family Illness: A unit member may use sick leave to care for a child, parent, spouse or domestic partner who is sick.

Personal Necessity Leave - may be used at the employee's election, for purposes of personal necessity, not to exceed seven (7) days in any school year. The unit member shall not be required to disclose the reason for the personal necessity leave. The Superintendent or designee has the right to require employee verification of the use of personal necessity leave per Education Code section 44981. Under all circumstances, an employee shall verify in writing that personal necessity was not used for vacation, recreation, seeking or engaging in other employment, 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 five (5) days. 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 of services, and who applies for sick leave benefits.

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