

EAST SIDE UNION HIGH SCHOOL DISTRICT Certificated Personnel Absence Report

NAME: _____ DATE: _____
Last *First*

SOC SEC: _____ LOC: _____

| | | | | | | | | | |
|--------------------|--|--|--|--|--|--|--|--|--|
| Date(s) Absent: | | | | | | | | | |
| FTE(s) Absent: | | | | | | | | | |

(NOTE: For absences other than full days, count one period as .2 of a day; e.g., an absence of three periods is to be reported as .6 of a day.)

- EMPLOYEE ILLNESS (CBA - Article 6.12) - Personal illness or injury.
- BEREAVEMENT (CBA - Article 6.3) - Three (3) days [five (5) days if out-of-state or travel beyond 300 miles] are allowable for death of a member of his/her immediate family. (Mother, father, grandfather, grandmother, grandchild of employee or spouse of employee, spouse, son, son-in-law, daughter, daughter in-law, brother, sister or any relative living in the immediate household of the employee. **(PLEASE CIRCLE FAMILY MEMBER)**)
- INDUSTRIAL ACCIDENT LEAVE (CBA - Article 6.4) - Work related illness or injury.
- JURY DUTY (CBA - Article 6.9) - Employee is to reimburse the District for fee received while on jury duty, excluding mileage and meal allowance.
- MILITARY LEAVE (CBA - Article 6.10) - Must be employed in the District for one year or more to qualify.

PERSONAL NECESSITY LEAVE (CBA - ARTICLE 6.7)

- 1. Death or serious illness of immediate family member (this is in addition to regular bereavement leave if more than three (3) or five (5) days are taken). (CBA - Article 6.7.2.1) Specify relationship: _____
- 2. Accident involving person or property of employee or member of his/her immediate family. (CBA - Article 6.7.2.2) Specify: _____
- 3. Adoption of a child. (CBA - Article 6.7.2.3)
- 4. Child bearing/rearing preparation. (CBA - Article 6.7.2.4)
- 5. Up to three (3) days of authorized personal necessity leave may be utilized for reasons of compelling personal importance. (CBA - Article 6.7.2.5)
 - 5.1 Two (2) of the three (3) days may be used at the discretion of the employee. These days shall not fall before or after a holiday or vacation period nor be used for concerted activities. (CBA - Article 6.7.2.5.1)
 - 5.2 One (1) of the three (3) days requires at least two (2) working days' advance approval from the immediate administrator. (CBA - Article 6.7.2.5.2)

NOTE: Personal necessity leave is charged to accumulated sick leave up to seven (7) days in any one school year as stipulated above. Except for numbers 1, 2 and 5.1 above, for which no prior approval is necessary, all personal necessity leave requires prior approval of the Principal and Director of Human Resources. Personal necessity leave will be considered for those significant events for which paid leave of absence is not authorized, under which circumstances the employee cannot reasonably be expected to disregard, and which require the immediate attention of the employee during assigned hours of service.

Other leave with loss of substitute or full pay. This requires prior approval of the Director of Human Resources. It may be used in those cases where accumulated sick leave has been exhausted, or personal necessity leave is not applicable and there is good reason to be absent.

SUBSTITUTE(S): _____

Employee's Signature *Principal's Signature*

This form must be used as a record of each absence of the certificated employee. It must be completed, signed and returned to the Principal's Office the day following the absence.