

St Helena Unified School District Employee Leave Form

Name: _____

Work Site: _____
(required)

I was absent:

on ____/____/____ from ____:____ am/pm to ____:____ am/pm for ____ hours.

OR date start time end time

from ____/____/____ to ____/____/____ for a total of ____ days.
start date end date

Please charge my absence to the following leave reason:

PAID EMPLOYEE LEAVES	DISTRICT PAID LEAVES
<input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Necessity Leave (Reason needed if adjacent to a Holiday or Break. Must have Superintendent's approval) _____ _____ Personal Necessity (Confidential) Vacation Leave (classified 12 month Employees only) _____ Comp Time (must have time on file to use this option)	<input type="checkbox"/> Bereavement relationship: _____ <input type="checkbox"/> Jury Duty (attach jury duty slip) <input type="checkbox"/> Worker's Compensation Leave (subject to approval from personnel) <input type="checkbox"/> Floating Holiday - CSEA & Confidential <input type="checkbox"/> Professional Duty _____ _____
UNPAID LEAVES	
<input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> Bill Third Party (must provide documentation) _____ _____ _____

Employee Signature

Supervisor Signature

Superintendent Signature (if required)

District Office	Transaction number: _____	Date Entered: _____	By: _____
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Complete and return to Site Secretary Immediately upon return.

Bereavement: Three (3) days Bereavement Leave is allowed, or five (5) days if travel is required out of state, on account of the death of any member of the employee's family. "Family" is defined in SHTA and CSEA Contracts.

Compensatory Time: Leave earned by working overtime, but for which the employee has not received monetary compensation.

Personal Emergency Leave: With the approval of the Principal/ Supervisor and the Superintendent, every employee of the St. Helena Unified School District may be granted two (2) days leave in any calendar year due to a personal emergency.

A personal emergency is defined as a sudden unexpected happening; an unforeseen occurrence or condition, or complication of circumstances. Emergency is an unforeseen combination of circumstances that calls for immediate action. This leave may only be used for those circumstances not covered or excluded under Personal Necessity Leave. Requests for this leave shall be submitted to the individual's Principal/ Supervisor and Superintendent for approval. Each request for Personal Emergency Leave shall be considered on an individual basis by the Principal/ Supervisor and Superintendent on its merits at the time of the request.

Illness (Personal): A Physician's statement may be required for any sick leave request, but is required for absences of five (5) days or more.

Jury Duty: Members of the unit called for jury duty in the manner provided by law shall receive a leave of absence without loss of pay for the time the unit member is required to perform jury duty during the unit member's regularly assigned working hours. The unit member shall pay over to the District any fees received for services as a juror. Upon receiving notice from the office of the court, the unit member called for jury duty must notify the District of service date(s). A unit member shall provide verification upon District request.

Unpaid Leave: This type of leave requires the approval of the Principal/ Supervisor. The signature of the Principal/ Supervisor on this form will be taken as an indication of approval. Salary deductions will be made commensurate with placement on the salary schedule.

Worker's Compensation: (Industrial accident and Illness leave) Employees who may qualify for this type of leave must file a report with the District Office (963-2708).

Personal Necessity Leave: Any days of absence for illness or injury earned pursuant to the E.C. Section 45207 or 45191 may be used by the employee at his/ her election, in cases of personal necessity, including any of the following:

- A. Death of a member of his/ her immediate family when additional leave is required beyond that provided in E.C. Section 45194, and that provided, in addition thereto, as a right by the governing board.
- B. Accident involving his/ her person or property or the person or property of a member of the immediate family.
- C. Appearance in any court as a litigant, party or witness under subpoena, or any order made with jurisdiction.
- D. Illness or a member of his/ her immediate family
- E. Other requests involving cases of compelling importance may be approved by the Superintendent or referred to the Board of Education for their consideration.
- F. Non-confirming requests not listed in (a) through (f) may be approved at the discretion of the Board of Education.

Confidential Leave: An absence for which no reason is needed. See SHTA & CSEA negotiated agreements for restrictions and limitations.