Plumas Lake Elementary School District Leave of Absence CLASSIFIED EMPLOYEES

Name (Last, First)			Type of Leave:
Site:		Physician's Certification: Normally required for absences of more than 5 days. May be required for any absence if requested by Administrator.	 Sick Leave Personal Necessity:
FROM DATE TO DATE			Under all circumstances, an employee shall - verify in writing that sick leave for personal
		necessity was not used for vacation,	
# of Days Hrs/D	ay Total Hours	I CERTIFY THAT THE INFORMATION STATED ON THIS FORM IS TRUE.recreation, seeking or engaging in other employment, to extend a holiday or weekend, or for concerted activities against the District 	
			Bereavement
Office Use Only		EMPLOYEE SIGNATURE DATE	Relationship:
Substitute Name:			Personal Deduction (full daily deduction)
		PRINCIPAL APPROVAL DATE	Union Business (specify):
		DEPARTMENT APPROVAL DATE	School Business (specify):
		DEFACIMENT AFFROVAL DATE	☐ Vacation
			Workers Comp
			Comp Time
			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 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, stepphild, 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.