



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

ABSENCE REASONS WITH DEFINITIONS

1. SICK LEAVE (SELF)

- For use for self when ill
- A doctor's note is required to return to work when the illness exceeds:
 - Five (5) days for certificated
 - Three (3) days for classified

2. DOCTOR'S APPOINTMENT (SELF)

- Pre-approval required
- Taken out of Sick Leave balance

3. PERSONAL NECESSITY

- Seven (7) days taken out of Sick Leave balance per year
- Leave reason and qualifying family member with detail is required:
 1. Death or illness of a family member*
 2. Accident involving person or property
 3. Appearance in court (provide summons)
 4. Other compelling reason (pre-approval required)

4. COMPELLING PERSONAL IMPORTANCE

- Three (3) days out of Personal Necessity each year
- Employee must declare CPI but not required to disclose reason
- No prior permission is required

5. PERSONAL BUSINESS LEAVE

- Three (3) days out of Sick Leave each year
- Must be "pressing business, which cannot be conducted before or after school or on weekends".
- Employee not required to disclose reason however employee cannot use it for vacation or entertainment purposes
- Must be taken in increments of not less than ½ day (Certificated)
- Cannot be granted during a leave of absence

6. VACATION (Classified 12-month only)

- Pre-approval required

7. BEREAVEMENT

- Up to five (5) days
- This option is not available to employees – a form is required
- Pre-approval required
- Name of family member** and location required on the form
- Employee will take PN leave and when Bereavement form is received and approval, PN leave will be given back and Bereavement leave applied

8. JURY DUTY

- Summons must be uploaded into Frontline system
- If called, proof of Jury service will be required upon return to work

9. SCHOOL BUSINESS

- Pre-approval required
- For use to travel to conferences, workshops



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10. WORKER'S COMPENSATION

- This option is not available to employees in Frontline.
- Employee must work with Human Resources for this type of leave

11. MEDICAL LEAVE

- This option is not available to employees in Frontline.
- Employee must work with Human Resources for this type of leave

*Definition of Immediate family for Personal Necessity

Mother, father, grandmother, grandfather, or grandchild of the employee or the spouse of the employee; the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or other person(s) living in the immediate household of the employee.

- Spouse is defined as married or registered domestic partner.
- Mother and father are defined to include stepmother and stepfather
- Son and daughter are defined to include stepson and stepdaughter

**Definition of Immediate family for Bereavement

Mother, father, grandmother, grandfather, aunt, uncle, or grandchild of the employee or spouse of the employee, or the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister, brother-in-law or sister-in-law, of the employee or any relative living in the immediate household of the employee.

- Spouse is defined as married or registered domestic partner.
- Mother and father are defined to include stepmother and stepfather
- Son and daughter are defined to include stepson and stepdaughter