

WHEATLAND SCHOOL DISTRICT
CLASSIFIED EMPLOYEE

REQUEST FOR TEMPORARY LEAVE OF ABSENCE

Name: _____

Location: _____

Position: _____

Leave Types (*S=sick, PN=personal necessity, DL=discretionary, B=bereavement, C=comp/trade, V=vacation, O=other, D=dock*)

Absence # _____ Date(s) of Leave: _____ Type _____ Time Missed _____

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I hereby request a temporary leave of absence under the following conditions:

Sick Leave - Employee Illness, injury or disability (includes employee's doctor, dental & vision appointments)

Personal Necessity (Guidelines on reverse - deducted from sick leave; 5 days per year limit unless otherwise provided by contract)

Reason: **Family Medical or Other** (please state) _____

Discretionary Leave (Guidelines on reverse - deducted from sick leave; limit / 5 days per year)

Bereavement: relationship required: _____

Compensation / Trade Time _____

Vacation

Other (specify): _____

Personal Deduction (full daily rate deduction) Reason: _____

This signature confirms that I am requesting a leave on the date(s) indicated above for the stated reason.

Employee's Signature: _____ **Date:** _____

Supervisor's Recommendation

Approved ☐ Disapproved ☐

Comments: _____

Supervisor's Signature: _____ **Date:** _____

H.R./Superintendent:

Approved ☐ Disapproved ☐

Comments: _____

District Office Signature: _____ **Date:** _____

DIFFERENTIAL DOCK

HOURS

District Office Use Only

RATE

TOTAL

DOCK

Distribution:

White: HR

Yellow: Supervisor/Site

Pink: Employee

- 10.1 Bereavement Leave: Every classified employee shall be entitled to five (5) days of paid leave of absence on account of death of any member of his immediate family.
- 10.1.1 This leave shall not be deducted from their sick leave.
 - 10.1.2 Bereavement Leave shall be used before Personal Necessity Leave days are used.
 - 10.1.3 Bereavement Leave is not cumulative and is granted in addition to sick leave.
 - 10.1.4 It shall be allowed for the death of a member of their immediate family defined as mother, mother-in-law, stepmother, father, father-in-law, stepfather, husband, wife, son, daughter, brother, sister, brother-in-law, sister-in-law, grandchild, grandfather, grandmother, son-in-law, daughter-in-law of the employee and spouse or any relative or person under the guardianship living in the immediate household of the employee.
 - 10.1.5 The Superintendent may grant, upon written request of an employee, application of the provision, to persons other than those listed in 10.1.4.
 - 10.1.6 The days of bereavement leave need not be consecutive.
 - 10.1.7 The bereavement leave must be completed within 3 months of the date of death of the person listed in subdivision.
- 10.4 Sick Leave: Twelve (12) working days of sick leave per year, with pay, are allowed to regular full-time employees for the employee's absence due to illness or injury.
- 10.4.1 Sick leave is cumulative without limit.
 - 10.4.2 The sick leave allowance for an employee who works less than a full calendar year and less than full time is prorated according to time worked.
 - 10.4.3 A new employee is not eligible to take more than one-half ($\frac{1}{2}$) his/her annual sick leave allowance during the first six (6) months of service.
 - 10.4.4 An employee requesting sick leave may be required to submit proof of illness in writing at the request of the District.
 - 10.4.5 Days of accumulated sick leave may be used for disabilities caused by pregnancy, childbirth, or miscarriage when an employee shows certification by her physician that she is incapable of performing her duties for the District.
- 10.6 Personal Necessity Leave:
- 10.6.1 During any school year an employee may use, at his/her election, not more than five (5) days of accumulated sick leave, in the following:
 - 10.6.1.1 Death of a member of his or her immediate family when additional leave is required beyond that provided in Section 10.1.
 - 10.6.1.2 Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.
 - 10.6.1.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
 - 10.6.1.4 Up to five (5) days may be utilized by an employee to care for an ill spouse, child or parent.
 - 10.6.1.5 Such other reasons which may be approved by the Superintendent.
 - 10.6.2 The employee shall not be required to secure advance permission. The employee shall, however, provide as much advance notice to his/her supervisor as is possible of his/her need to use personal necessity leave. Should an employee need to exercise his/her option under this section, he/she shall contact the principal and/or his/her immediate supervisor by telephone within twenty-four (24) hours of the time he/she has absented himself from his/her duties. At that time the employee will explain the emergency which necessitated his absence. The District Superintendent, or his/her designated agent, will determine the validity of the excuse. If the excuse is within parameters established by this section, the leave shall be approved. If not, the employee will be docked for the days of absence.
- 10.7 Discretionary Leave: A maximum of five (5) days of sick leave each school may be taken as discretionary leave at the option of the employee. Any days taken as discretionary leave shall be deducted from accumulated sick leave. No advance permission is required except the normal procedures for securing a substitute, or notifying the District of an absence, should be followed. As much advance notice as reasonably possible shall be provided to ensure continuity of education to students.