

LEAVE REQUEST-CLASSIFIED

1. Check to see if you have enough leave time to cover your request.
2. Check the reverse side for contract language regarding your leave request.
3. Submit leave request to your administrator.
4. Administrator will approve or deny request and return this form to you.
5. If you are approved, obtain sub, complete bottom portion and return to secretary, or work with secretary per building procedure to ensure sub is secured.

Name: _____ Subject: _____ Date: _____

Leave time available: _____ Subfinder #: _____

Date(s) of absence: _____ Time: from _____ to _____

Type of Leave:

- | | |
|---|---|
| <input type="checkbox"/> Sick Leave
<input type="checkbox"/> Sick Leave-Family
<input type="checkbox"/> FMLA/OFLA**
<input type="checkbox"/> Funeral/Bereavement
<input type="checkbox"/> Personal Leave
<input type="checkbox"/> Unpaid | <input type="checkbox"/> Field Trip*
<input type="checkbox"/> Athletics
<input type="checkbox"/> Military
<input type="checkbox"/> Workshop/Conference*
<input type="checkbox"/> Association*
<input type="checkbox"/> Jury Duty/Witness |
|---|---|

Comments: _____

*Name of Workshop, conference, meeting, grant information, etc: _____

**FMLA/OFLA leave must be requested and approved in advance. Contact Human Resources to make arrangements.

EMPLOYEE

Approved: _____ Date: _____

Charge sub cost to: _____

Denied: _____ Date: _____

Reason: _____

ADMINISTRATOR

Job #: _____ Substitute Requested/Secured: _____

Special Instructions: _____

Signature of Employee _____ Date: _____

EMPLOYEE

EMPLOYEE – PLEASE RETURN TO YOUR ADMINISTRATOR
Administrator – make a copy for your records and give the original to the employee.

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Sick Leave: 1. In accordance with ORS 332.507, each employee is entitled to accumulate an unlimited number of days of sick leave at a rate of ten (10) days per school year or one day per month employed, whichever is greater. An employee will be allowed to bring into the District up to seventy-five (75) days sick leave accumulated in another Oregon school district. However, the accumulation shall not exceed that carried by the most recent employing district and shall not be effective until the employee has completed thirty (30) days with this District. For the purpose of determining retirement benefits, an employee shall be permitted to transfer an unlimited number of days of unused accumulated sick leave from another Oregon district employer. 2. Sick leave may be used for illness or injury of the employee's immediate family (see Article 10 Bereavement Leave for definition – except – does not include “any other person living in the same household.”) under circumstances that require the presence of the employee. 3. For each day an employee is absent from work the employee shall give notice to the employee's supervisor or person designated by the Superintendent to receive such notice. If the absence is for consecutive days, the supervisor should be notified of the probable date of return. After five (5) days, the Superintendent or designee may require substantiation of the illness.

Funeral/Bereavement: 1. DEFINITIONS "Immediate family" is defined as mother, father, grandmother, grandfather, spouse, child or stepchild, grandchild, or any other person living in the same household. "Extended family" is defined as stepmother, stepfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, Page 15 of 38 or cousin. 2. IMMEDIATE FAMILY When death occurs in the immediate family of an employee, the employee will be granted necessary time off for the purpose of bereavement. A regular classified employee shall receive up to three (3) days leave per occurrence with pay when said leave occurs within the regular work schedule of the employee. 3. EXTENDED FAMILY When death occurs in the extended family of an employee, the employee will be granted necessary time off for the purpose of bereavement. A regular classified employee shall receive a maximum of three (3) days leave per occurrence with pay when said leave occurs within the regular work schedule of the employee. 4. MISCELLANEOUS In addition to the paid leave described above, an employee may also use up to three (3) additional days of accrued Personal Leave or vacation per occurrence. In the event the employee is required to travel out of state the supervisor may grant an additional five (5) days of unpaid bereavement leave at the request of the employee. A regular part-time employee will, when eligible, receive bereavement leave on a pro-rata basis. During the probationary period bereavement leave shall be granted as indicated above except that it shall be without pay. Such leave may not be accumulated.

Personal Leave: 1. After completing the first year of service, employees scheduled for four (4) hours or more per day will accrue personal leave time equivalent to three (3) days based on the employee's current assigned FTE (hours per day). This time shall be credited to each employee at the beginning of the work year. If an employee does not continue to be employed through the entire scheduled work year, the District shall pro-rate the amount of time accrued to the time worked and shall collect any amount due the district by withholding that amount from the employee's last paycheck. Employees may “cash out” up to two (2) days of personal leave per year at the employee's daily rate. An employee may carry over two (2) days of unused personal leave to the next year. Employees should apply as soon as possible, and whenever possible, at least five days in advance. Employees who resign or retire after giving the prescribed ten (10) work days notice will be paid up to the equivalent of two (2) days of accrued and unused personal leave at the time of separation from employment. 2. PERSONAL LEAVE WITHOUT PAY a) Personal leave without pay may be obtained for up to five (5) days upon review and Page 16 of 38 approval or rejection by the employee's supervisor. Requests for personal leave without pay BEYOND THE FIRST FIVE (5) days will require review and prior approval by the Supervisor and Superintendent.

Unpaid: Personal leave without pay may be obtained for up to five (5) days upon review and Page 16 of 38 approval or rejection by the employee's supervisor. Requests for personal leave without pay BEYOND THE FIRST FIVE (5) days will require review and prior approval by the Supervisor and Superintendent.

Jury Duty/Witness: If an employee is called to jury duty, or is subpoenaed to appear as a witness in a case in the capacity as a District representative, the related absence will not result in a loss of pay. The employee may retain any compensation received from the court system in relation to these services and/or travel expenses. Such paid leave does not apply to activity related to collective bargaining units, contracts, or actions.