



CLASSIFIED EMPLOYEE LEAVE REQUEST
(CLASSIFIED, CLASSIFIED MANAGEMENT, CONFIDENTIAL)

Employee Name: \_\_\_\_\_

Classified  Management  Confidential

Employee ID Number: \_\_\_\_\_

Work Location: \_\_\_\_\_

Leave Type Requested:

The following leave types require site level approval only

Date/s Requested: From \_\_\_\_\_ To \_\_\_\_\_ Total Days/Hours: \_\_\_\_\_

Jury Duty (Attach Copy of Summons, Information only)
Attach Jury Attendance Certification to timecard

Negotiations (Informational Only)

Vacation (Requires site Administrator approval)
\*Cannot be used within the first 6 months of employment per Ed Code.

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

If denied, please indicate reason: \_\_\_\_\_

The following leave types must be approved by Human Resources prior to leave being taken except in cases of emergency
Reference: CSEA Contract Language, Article 15

Date/s Requested: From \_\_\_\_\_ To \_\_\_\_\_ Total Days/Hours: \_\_\_\_\_

Personal Necessity - Leave of up to 8 days annually, 2 of which can be used as Personal Discretion

Accident or Illness involving an employee's person or property or the person or property of his/her immediate family - Explain: \_\_\_\_\_

Extension of bereavement leave

Court Appearance as a litigant or witness (attach copy of subpoena)

Personal Discretion - no reason required

Bereavement - Leave of up to 3 days or up to 5 days if one-way travel is in excess of 250 miles or out-of-state travel is required for death in the immediate family.

Relationship of deceased: \_\_\_\_\_ Travel Destination: \_\_\_\_\_ City/State

Pregnancy Leave/FMLA/CFRA - 30 day advance notice is required for foreseeable events

Military Leave

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied
SIGNATURE REQUIRED

If denied, please indicate reason: \_\_\_\_\_

Personnel Designee: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied
SIGNATURE REQUIRED

If denied, please indicate reason: \_\_\_\_\_