



**WALNUT VALLEY UNIFIED SCHOOL DISTRICT  
REPORT OF ABSENCE CLASSIFIED EMPLOYEE**

Print Full Name:	Work Site:
This is to certify that I: <input type="checkbox"/> was absent from work <input type="checkbox"/> will be absent from work	
Date(s) Absent:	
Total of _____ days, _____ hours	

**My Absence was due to: (Check one below)**

<input type="checkbox"/> <b>PERSONAL NECESSITY LEAVE:</b> (please specify the reason for personal necessity leave, by checking one box below) Refer to Article VIII, Sections 8.7 – 8.7.5 in the CSEA Contract. Deducted from accumulated Sick Leave. Employees may use a yearly maximum of ten (10) days (except in the event of extraordinary circumstances). Provide reason in Remarks Section. <input type="checkbox"/> Non-Emergency (requires 5 days prior notification) <input type="checkbox"/> Emergency <input type="checkbox"/> Dependent illness <input type="checkbox"/> Court Appearance (Attach subpoena or other government order) <input type="checkbox"/> Yearly, three days of Personal Leave may be used by an employee to attend to matters of a personal nature. The reason for the request does not have to be disclosed by the employee. (Refer to Article VIII, Section 8.7(5))	
<input type="checkbox"/> <b>BEREAVEMENT LEAVE:</b> (Refer to Article VIII, Section 8.2 in the CSEA Contract.) In remarks, give name and relationship of deceased as well as place and date of funeral services.	<input type="checkbox"/> <b>JUDICIAL LEAVE:</b> Jury Duty (Refer to Article VIII, Section 8.3 in the CSEA Contract.) Attach court certification of dates served.
<input type="checkbox"/> <b>PERSONAL LEAVE WITHOUT PAY:</b> (Advance approval required). Refer to Article VIII, Section 8.8 in the CSEA Contract. Provide reason in the Remarks Section below.	
Remarks:	

I certify that the absence shown above, is in accordance with the contractual requirements for such absence and I understand I may be required to provide the Human Resources Office with appropriate information to confirm the correct use of this leave.

Employee's Signature	Date
Administrator's Signature	Date

Payroll:            Available PN Leave \_\_\_\_\_ Initial \_\_\_\_\_

Human Resources:    Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initial \_\_\_\_\_

Distribution:                      **Payroll**                      **Human Resources**                      **Employee**                      **Site**

## INSTRUCTIONS TO EMPLOYEE

1. This form should be completed the day you return to work from any absence other than illness. The certification for an illness absence is made on the monthly time sheet.
2. In the Remarks section of this form, give the information required and attach documentation, if required.
3. Please familiarize yourself with the contract provisions or policies so that you know their content. Contracts are available at each school and department. If you have any questions about your leave, ask your principal or department head or call the Human Resources department.
4. Personal Necessity Leave allows the use of ten (10) days of sick leave per year, under certain circumstances. Advanced permission may be required. If Personal Necessity is denied, the salary adjustment will be made the following month.

**8.7** Personal Necessity Leave: Members of the Bargaining Unit may use a maximum of ten (10) days of earned illness leave in any fiscal year for personal necessity purposes. Personal Necessity Leave may be granted for the following reasons: (1) Death of a member of the immediate family when additional leave is required beyond that provided in the Bereavement Leave section; (2) Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family (as defined in Section 8.2); (3) An accident or illness involving the person of a member of the employee's immediate family. Such accident must be: (a) serious in nature; (b) involve circumstances the employee cannot reasonably be expected to disregard and (c) require the attention of the employee during assigned hours of service; (4) Appearance in any court or before any administrative tribunal as a litigant party or witness under subpoena or any order made with jurisdiction; (5) Up to three days of the annual Personal Necessity Leave may be used by an employee to attend to matters of a personal nature. The reason for these three days does not have to be disclosed to the employee's immediate supervisor.

**8.7.1** Except for provision 8.7 (5) above, the employee must contact the District Office or must follow procedures established by their immediate supervisor to notify their department of their intent to be absent no later than thirty minutes prior to the start of the regular work shift and provide the reasons for the requested absence. The District, at its discretion, may waive the above requirement when it deems an emergency existed, which made it impossible for the employee to comply with the notification procedure.

**8.7.2** An employee utilizing Personal Necessity Leave under the provisions of 8.7 (5) above must secure advanced permission not less than five workdays prior to the beginning day of the leave using the District-prepared form. This five-day requirement may be waived by the District when it deems an emergency existed, which made it impossible for the employee to comply with the notification procedure. The supervisor's approval of Personal Necessity Leave under the Provisions of 8.7 (5) shall be contingent upon the employee's work demands in the Department.

**8.7.3** Except for Provision 8.7 (5) above, examples of reasons for which Personal Necessity Leave may not be granted are: (1) political activities or demonstration; (2) vacation, recreation or social activities; (3) civic or organization activities; (4) employee Association activities; (5) job seeking activities.

**8.7.4** Consistent with the provisions of the above, an employee may use Personal Necessity Leave for the observance of religious holidays of a well-recognized religious sect or denomination, provided these holidays occur on days on which he/she would otherwise be required to work. The approval of sects or denominations qualifying for use of Personal Necessity Leave under this paragraph shall be at the discretion of the Board or the Superintendent.

**8.7.5** Upon return from an absence under the provisions of this section, the employee shall be required to complete the District's Absence Verification Form unless the absence had been approved in advance. Except for Provision 8.7 (5) above, an employee may also be required to provide such proof of eligibility for Personal Necessity absence required by the immediate supervisor.