

**PLUMAS COUNTY OFFICE OF EDUCATION**  
**1446 East Main Street, Quincy, California 95971**

**Absence From Duties**

Name \_\_\_\_\_

School/Worksite \_\_\_\_\_

Month & Year \_\_\_\_\_

**Reason for absence:**

- |                                                             |                                                                                                                                                                                     |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B – Bereavement</b> (PCTA 10.13, CSEA 230 15.01)         | <b>S – Sick</b> (employee illness)                                                                                                                                                  |
| <b>J – Jury Duty</b>                                        | <b>M – Medical</b> (employee’s own medical appointments or their extended medical leave)                                                                                            |
| <b>N – Negotiations</b>                                     | <b>PN – Personal Necessity</b> (see back for explanation required)                                                                                                                  |
| <b>Other</b> (please explain)                               | <b>PN FM – Personal Necessity - Family Medical</b> (Due to the illness of, or medical appts. for, the employee’s immediate family member, as defined in PCTA 10.13, CSEA 230 15.01) |
| <b>Other – Unpaid</b> (requires Supt and/or Board approval) | <b>PB – Personal Business</b> (CSEA 3 day/yr; PCTA 2-3 days/yr as per contract)                                                                                                     |
|                                                             | <b>V – Vacation</b> (12 mo. employees only) (10 mo. employees per CSEA 230 14.03 G)                                                                                                 |

| DATE | HOURS ABSENT | REASON | EXPLANATION | If a Substitute was utilized please state Subs name and hours worked |
|------|--------------|--------|-------------|----------------------------------------------------------------------|
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| <b>Classified</b>    | Total number of <b>hours</b> to be deducted from paid leave: |  |
| <b>*Certificated</b> | Total number of <b>hours</b> to be deducted from paid leave: |  |
|                      | Total number of days/hours without pay:                      |  |

*\* PCTA Contract Section 10.02 B states: "The minimum increment for sick leave (Section 10.02) or leave of absence for personal necessity (Section 10.05) shall be actual increments of time."*

|                      |      |                        |      |
|----------------------|------|------------------------|------|
|                      |      |                        |      |
| Employee’s Signature | Date | Supervisor’s Signature | Date |

**Absence of five days or more requires a note be attached from the attending physician.**

## PTCA Contract Sections

### **10.04 Leaves of Absence for Personal Business**

- A. Personal business of a pressing nature (limited to two days per year) except those unit members who qualify to receive longevity increments under Section 11.5 B shall be entitled to one additional personal business day per year.

### **10.05 Leaves of Absence for Personal Necessity.** Any days of leave of absence for illness or injury allowed pursuant to Education Code Section 44978 may be used at the unit member's election in cases of personal necessity.

- A. The unit member shall not be required to secure advance permission for leave taken for any of the following reasons:
  - 1. Death or serious illness of the unit members' immediate family as defined in Bereavement Leave Policy.
  - 2. Accident involving the unit member's person or property or the person or property of a member of the unit member's immediate family.
  - 3. Imminent danger to the home of a unit member, occasioned by an event such as flood or fire, serious in nature, which under the circumstances the unit member cannot reasonably be expected to disregard, and which requires the attention of the unit member during the unit member's assigned hours of service.
  - 4. Marriage of a member of the immediate family or participation in a member in a wedding party.
  - 5. Unit member requests leave for reasons of personal necessity to take care of an estate or other family matters of a pressing nature.
  - 6. The unit member seeks such a leave to resolve family problems following a crisis and/or to prevent a crisis. The resolution of the crisis may require the unit member to consult with, at home or away, law enforcement personnel, school official, juvenile authorities, legal counsel, or any other agencies which may pertain to the health or welfare of the unit member's family.
  - 7. Unit members may use personal necessity leave to attend field trips or other school activities with their own children.
- B. The unit member shall notify his/her administrative supervisor in adequate time to engage a substitute.
- C. No such accumulated leave in excess of seven (7) days may be used in any school year for the purpose enumerated in this section (Ed. Code Sec. 44981). The limit of seven (7) days embraces absence for any and all types of leave for reasons of personal necessity, **except family illness**.
- D. Personal necessity leave must necessarily be related to health and welfare of the unit member, his/her family or both. All other requests by the unit member shall be classified as other leave (unpaid). (See section 10.09 Other Leaves Unpaid)

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## CSEA 230 Contract Sections

**15.06 Personal Necessity Leave.** Any days of absence earned for sick leave under Section 15.03 of this section, up to a maximum of nine (9) days, may be used by the employee, at his/her election, in cases of personal necessity for the reasons described in subsections 15.05 A - C. When exercising such leave, the employee must, if possible, provide advance notice to his/her immediate supervisor. If circumstances make advance notification impractical, the employee must notify his/her supervisor as soon as possible.

- A. The death of a member of the employee's immediate family when additional leave is required beyond that provided in Section 15.01.
- B. As a result of an accident or illness involving an employee's person or property or the person or property of his/her immediate family; except there shall be no restriction for the use of available sick leave for the purpose of caring for an immediate family member (as defined in 15.01) in the event of a medical incident, accident or illness. **Medical verification will be required after five days of leave.**
- C. When resulting from an appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- D. Other personal necessity which may be allowed under this regulation and which requires prior approval at the discretion of the superintendent include the following:
  - 1. Marriage of a member of the immediate family.
  - 2. Adoption.
  - 3. Unit member requests leave for reasons of personal necessity to take care of an estate or other family matters of pressing nature.
  - 4. The unit member seeks such a leave to resolve family problems following a crisis and/or to prevent a crisis. The resolution of the crisis may require the unit member to consult with, at home or away, law enforcement personnel, school officials, juvenile authorities, legal counsel, or any other agencies which may pertain to the health or welfare of the unit member's family.
  - 5. Up to four (4) days a year may be used in increments for attending school activities with their own children.

**15.07 Personal Business Leave.** A maximum of three days of absence earned for sick leave under Section 15.03 of this section, may be used by the employee, at his/her

- A. When exercising such leave, the employee must, if possible, provide advance notice to his/her immediate supervisor. If circumstances make advance notification impractical, the employee must notify his/her supervisor as soon as possible.
- B. Personal Business leave shall not be used as a vacation. If an employee requests personal business leave at the beginning or end of a scheduled vacation, or at the beginning or end of a holiday weekend, the employee shall explain the nature of the personal business.

### **15.10 Other Leaves Unpaid.**

- A. Leaves of absence may be granted for purposes other than those specified elsewhere in the Agreement in accordance with the conditions stated in this section.
- B. **Application for leave under this section should be submitted to the superintendent no later than 30 days prior to the beginning of the requested leave.**
- C. The granting of leave under this section should be of benefit to either the PCOE or the unit member. Leaves may be granted for professional, health, or personal reasons.
- D. While on leave under this section, unit members may elect to continue health and insurance coverage by arranging to pay premiums to the PCOE office.
- E. When an unpaid leave of absence is granted, a date of expiration shall be established and provided to the unit member in writing. It shall be the responsibility of the unit member to notify the PCOE of his or her intention to return no later than 30 days prior to the date of expiration of the leave of absence. Unit members shall be entitled to return to service in the PCOE in the same classification which the employee held prior to taking the leave.
- F. PCOE will abide by all provisions, both state and federal, of the Family Medical Leave Act (FMLA).