

College of the Siskiyous Staff Leave Request

Please complete a leave request anytime you do not complete your scheduled work hours. If at all possible, leave requests need to be approved prior to taking time off work.

Name: _____ Date of Request: _____
Last First MM/DD/YYYY

Type of Leave	Date(s) of Leave MM/DD/YY	Hours of Leave to be Deducted
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Vacation* _____

Sick Leave* _____

Personal Necessity* _____

*Please choose one of the following **Personal Necessity Qualified Leaves:***

Accident or Illness* – Please indicate relationship and/or property: _____

Death of an Immediate Family Member* – (if required in excess of Bereavement Leave allotment)

Court Appearance*

Paternity*

No Tell*

Compensatory Time Off* _____

Jury Duty* _____

Please attach copy of Jury Summons to Leave Request

Industrial Leave (Worker's Comp)* _____

Bereavement* _____

Please indicate relationship: _____

Floater Days* (used only in full-day increments) _____

Floater days received only in fiscal years having 261 or 262 days. Annual pay based on 260-day fiscal year.

Without Pay _____

Requires explanation and signature of Supervisor, appropriate Administrator and Superintendent/President.

Approvals:

*Definitions on Back

Employee Signature Date

Supervisor Signature Date

Appropriate Administrator Signature Date

Supt/President Signature Date

DEFINITIONS

Vacation – Hours deducted from Vacation Leave. Vacation leave shall be scheduled at the convenience of the District with consideration given to employee's preference.

Sick Leave – Hours deducted from Sick Leave. Sick leave shall be used if an employee is sick or injured or for personal medical appointments.

Personal Necessity – Maximum number of Personal Necessity days per year: 7 days for Classified and Admin/Support/Management and 6 days for Faculty and Administrators.

- **Accident or Illness –** Accident or illness involving the employee's person or property, or the person or property of a member of his/her immediate family
- **Death of Immediate Family Member –** When additional leave is required beyond that provided by Bereavement Leave. In addition, personal necessity may be used to attend the service of a person close to the employee who does not meet the immediate family definition.
- **Court Appearance –** Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction
- **Paternity –** A male employee shall be eligible for paid or unpaid leave of up to sixteen (16) days at the time of birth of his child. Leave shall initially be charged against Personal Necessity leave. If additional time is desired, it may be charged against accumulated earned vacation time, or earned compensatory time, whichever the employee chooses. If all leave balances have been exhausted, the employee may take the remainder of time up to the sixteen-day limit as unpaid leave.
- **No Tell –** (CSEA-Three of the seven days) (ASM – Three of the seven days) available for personal necessity may be used due to reasons of a personal nature. The employee may maintain confidentiality by declining to state the nature of the personal necessity leave request. Advance notice to the supervisor is required, except in emergencies.

Compensatory Time Off – Deducted from earned compensatory time. Time earned when employee works overtime.

Jury Duty – Employees shall be entitled to as many days of paid leave as necessary for appearances in response to service as a juror before any duly convened court of law or Grand Jury. **No deduction from any leave.**

Industrial Leave (Worker's Compensation) – Industrial accident or illness leave means any injury or illness whose causes can be traced to the performance of services for the District. An employee shall be entitled, upon attainment of permanent employment status in the District, to sixty (60) days noncumulative industrial accident or illness leave per year. Until such time as an employee receives notification that their injury qualifies for industrial leave, leave hours must be charged to sick leave.

Bereavement – On account of the death of any member of his/her immediate family, an employee shall be granted paid leave not to exceed three (3) total days or five (5) days if out-of-state travel is required or if travel in excess of a three hundred (300) mile radius from the College of the Siskiyous, Weed campus is required. **No deduction from any leave;** however, if additional time is required beyond that provided by Bereavement Leave, Personal Necessity Leave may be used.

Immediate Family – For purposes of this Article, "*Immediate Family*" means the mother, father, grandmother, grandfather, or a grandchild of the employee, the spouse, or the domestic partner of the employee, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, child, step-parents, step-children, step-brother, step-sister, brother-in-law, sister-in-law, of the employee or of the spouse or domestic partner of the employee, or any person living in the immediate household of the employee, spouse, or domestic partner.

Floater Days – (Classified Hourly Employees only) While the District continues to pay employees on a monthly basis, based on their annual salary, rather than based on the actual hours worked, adjustments will be made to settle all 260 vs. 261 and 262-day discrepancies in any given year. If there is a year with 262 working days, an employee will receive 2 Floater days. If there is a year with 261 working days, an employee will receive 1 Floater day. Floaters shall only be used in full-day equivalent increments up to eight hours (based on the employee's regular work schedule) within the year they are accumulated.