

**COLLEGE OF THE SISKIYOU
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 _____

	<u>Date(s) of Leave</u>	<u>Hour(s) of Leave to be Deducted</u>
<input type="checkbox"/> <u>Vacation*</u>	_____	_____
<input type="checkbox"/> <u>Sick Leave*</u>	_____	_____
<input type="checkbox"/> <u>Personal Necessity*</u>	_____	_____

Choose One of Personal Necessity Qualified Leaves

- Accident or Illness* –(Please indicate relationship and/or property)- _____
- Court Appearance*
- Paternity*
- No Tell*

Compensatory Time Off* _____

Jury Duty* _____
Attach copy of jury summons to leave request.

Industrial Leave (Worker's Comp)* _____

Bereavement* _____
(Please indicate relationship) _____

Without Pay _____
(Requires explanation and signature of Supervisor, appropriate Administrator and Superintendent/President.)

Approval:

Supervisor _____ Date _____

Appropriate Administrator _____ Date _____

Superintendent _____ Date _____

*Definitions on Back

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 – Hours deducted from Sick Leave. Maximum number of Personal Necessity days per year: 7 days for Classified and Admin/Support/Mgmt and 6 days for Faculty and Administrators.

Death of Immediate Family Member – If leave is needed in excess of Bereavement Leave, Personal Necessity Leave may be taken up to the limit.

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

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 compensatory 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. **Not** deducted 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.

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