



Request for Leave/Absence Form

Name of Employee: _____

- Personal Illness** or Medical Appointment (Doctor's note may be required after 3 days)
- Vacation Classified Only** (Approval must be obtained 2 weeks in advance and is subject to the discretion of the immediate supervisor)
- Industrial Accident or Illness** (Must be supported by statement from attending Physician)
- Jury Duty** (Attach notice and statement of appearance) Any payment or reimbursement (excluding mileage or parking) must be reimbursed to the ROP
- Bereavement Leave** for immediate family members only (3 days in state; 5 days out of state)
Relationship: _____

Personal Necessity (Deducted from sick leave balance, up to 7 days per year, with approval)

Certificated Ed Code 44978; Classified Ed. Code 45191

- Death or serious illness of employee's immediate family member. Relationship _____
- Accident involving employee or immediate family member or their property. Explain below.
- Court appearance as litigant or under official court order for reasons other than employee misconduct. (Attach notice.)
- Medical incapacity of employee's immediate family member. Relationship _____
- Personal business that cannot be taken care of outside of work hours. (3 days maximum/year)
- Official School Business** Activity: _____

Is a substitute required? _____ If yes, give dates and times needed _____

Off-site (check all that apply): CV HAY MTE TEN SLE ARR SLZ Block/Hours _____

Dates and Times of Requested Absence	To be Completed by Personnel:
Date: _____ From (time) _____ to _____	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Date: _____ From (time) _____ to _____	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Date: _____ From (time) _____ to _____	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Total Days: _____ = _____ Hours Absent	Date Received _____ Initial: _____

Signed: _____ Employee Signature	Date: _____
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Approval: _____ Supervisor/ Administrator	Date: _____
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Explanation/Comments: _____

Paid Hours: _____ Unpaid Hours: _____ Posted by Personnel _____

*Policies regarding leaves can be found in the Eden Area ROP Policies and Administrative Regulations