



## CLASSIFIED EMPLOYEE ABSENCE REPORT

**Name** \_\_\_\_\_ **Employee ID** \_\_\_\_\_  
(please print) Last First MI

**District Location:** \_\_\_\_\_

Sick Leaves of Absence(s)	Hours / Minutes	Date(s) of Absence
Sick Leave	.	_____
Maternity Leave	.	_____
Family Illness <small>(50% of annual sick leave allocation)</small>	.	_____

Family Member: \_\_\_\_\_

Personal Necessity <small>(charged to sick leave)</small>	Hours / Minutes <small>(maximum 7 days)</small>	Date(s) of Absence	Explanation
Family Death	.	_____	Relative: _____
Emergency Illness	.	_____	Relative: _____
Court Appearance	.	_____	
Birth / Adoption	.	_____	
Personal Business	.	_____	Maximum 3 days per year

Other Leaves of Absence	Hours / Minutes	Date(s) of Absence	Explanation
Vacation	.	_____	
Floating Holiday	.	_____	
Leave Without Pay	.	_____	
Industrial Accident / Illness	.	_____	Date of Injury: _____
Family Medical Leave Act	.	_____	
Bereavement	.	_____	Relative: _____
	.	_____	Distance Traveled: _____
Adoption Leave	.	_____	
Witness Leave	.	_____	
Quarantine	.	_____	
Jury Duty	.	_____	
Military Leave	.	_____	
Other	.	_____	

**Absent With Pay**

**Absent Without Pay**

Signature of Employee

Date

Signature of Administrator

Date

Make 3 copies and distribute to:

1. Payroll Department
2. Campus Personnel Office
3. Employee

## **ABSENCE POLICY FOR CLASSIFIED EMPLOYEES**

The employee shall complete and submit an Absence Report form for all absences to a designated supervisor at the college or work site as soon as possible. The person authorized to approve the absence shall review the request and notify the employee of the decision; if paid leave is denied, the employee will be provided with a statement, in writing, giving the reason for such denial. Guidelines governing absences are contained in the current faculty bargaining unit Agreement. All executed Absence Reports will be sent to the District Payroll Office.

**VACATION** - regular full-time classified employees accrue vacation according to the schedule shown in the classified Agreement. Management, supervisory/management and confidential employees accrue vacation according to Board policy.

**SICK LEAVE** - illness, doctor's visit, maternity, extended illness.

Family Illness - limited to immediate family\*, up to one-half the annual sick leave allocation.

**PREGNANCY/MATERNITY** - see current CFCE Agreement

**ADOPTION LEAVE** - up to 2 days within 6 months of the adoption of the employee's child.

**PERSONAL NECESSITY** - maximum 7 days charged to Sick Leave.

Family Death - death of a member in the immediate family\*.

Accident or Emergency Illness - accident or emergency illness involving employee's person or property or the person or property a member of the immediate family\*.

Court Appearance - appearance in court as a litigant or any administrative tribunal as a litigant or party.

Personal Business - compelling personal reasons; three days maximum

Birth or Adoption - the birth or adoption of the employee's child.

**INDUSTRIAL ACCIDENT AND ILLNESS LEAVE** - accident or illness arising out of employment; maximum 60 days.

**BEREAVEMENT LEAVE** - death of any member of the immediate family\*; 3, or 5 days if out-of-state travel or more than 250 miles one way is required; bereavement leave may be distributed over a six-month period following death.

**FAMILY MEDICAL LEAVE ACT** - (FMLA) as prescribed by federal law and Agreement.

**QUARANTINE** - period of quarantine by a duly constituted governmental authority.

**JURY DUTY** - jury duty, in the manner provided by law.

**MILITARY LEAVE** - military leave, in accordance with applicable law.

**WITNESS LEAVE** - subpoenaed as a witness, excluding professional or expert witness.

\*Members of the "immediate family" shall mean child, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchild of the employee or employee's spouse, the spouse, son-in-law, daughter-in-law of the employee, registered domestic partner or any person living in the immediate household of the employee. Persons other than relatives as noted herein who may have been reared by or with the employee will be considered as relatives for bereavement purposes. Under special circumstances, persons other than those noted in this Section may be considered as "immediate family." Faculty will be granted bereavement leave for these other persons on approval of the appropriate College Administrator.