Internal Use Only	1
Hrs/Day Usage:	
Initials:	

Employee's



ADJUNCT

ME: G#:					MONTH/YEAR:		
					.:# DAYS WORKED/WK:		
OB TITI					L FTE FOR THE SEMESTER:		
	-						
	LEAVES WITH PAY(DAYS)			LEAVE W/O	EXPLANATION		
DAY	SICK L		** Reason		PAY		
OF Ionth	*Reason	Days		Days	DAYS	Please be brief and specific	
ntn	Code	Taken	Code	Taken			
						1	
-							
Total		-		-	-	<u> </u>	
	Employee Illness Immediate Family	ediate Family Illness eavement Distant Family		SEI SFI SBF SPN	** Reason Cod Bereavement Imm Jury Duty Workers Compen Military Service	nediate Family BIF JRY	

Signature: _____ Date: ____ Date: ____ Date: ____

Administrator's

Leave Description for Adjunct Employees

Sick Leave 11.1 -AFT Collective Bargaining Contract
An employee who is employed for less than full time each semester will receive the proportional number of days of leave.
> SICK LEAVE MAY BE USED FOR
Employee Illness 11.1 -AFT Collective Bargaining Contract
Medical verification may be required to make proper determination of eligibility for paid leave of absence of illness or injury.
Insura diata Family Illinous A4.0. AFT Callestina Deposition Contract
Immediate Family Illness 11.3 -AFT Collective Bargaining Contract Employee is allowed to use their sick leave for an eligible relative listed below.
Eligible Relative: spouse, child, parent, grandparent, grandchild, son/daughter-in-law, mother/father-in-law, sibling, domestic
partner, child/parent-of-domestic partner, or any person who has legally filled the role of a parent or relative living in the
immediate household of the employee. Medical verification may be required to make proper determination of eligibility for
paid leave of absence of Immediate Family Illness.
Personal Necessity 11.5 -AFT Collective Bargaining Contract
Maximum: Seven (7) days per fiscal year for the following reasons listed below.
Two (2) days can be used at the employee's discretion without prior approval.
Reasons: Please select the following reason(s)
Accident involving employee's person or property or immediate family's person or property.
Imminent danger to employee's home from flood, fire or serious in nature, which under circumstance employee cannot
reasonably be expected to disregard, and which requires the attention of employee during assigned hours of service.
Additional days beyond bereavement leave of three (3) or five (5) daysAppear in court or before administrative tribunal as a litigant or witness of subpoena.
Religious holidays on which the employee would otherwise be required to work.
Such other reasons approved by the District.
Day used at employee's discretion without prior approval.
Leave shall be limited to circumstances serious in nature that the employee cannot resonably be expected to disregard.
Bereavement Distant Family
An employee may use their sick leave for any relative not covered by the bereavement immediate family leave.
Two (2) days per occurrence will be granted in the event of the death of a sister/brother-in-law.
Maximum: Up to three (3) days for in-state travel or up to five (5) days for out-of-state travel per occurrence.
Relationship: in-state or out-state used:
> PAID LEAVE PROVIDED BY DISTRICT
Bereavement Immediate Family 11.4 -AFT Collective Bargaining Contract New instance (2) days for in state travel or up to five (5) days for out of state travel per accurrance due to the
<u>Maximum:</u> Up to three (3) days for in-state travel or up to five (5) days for out-of-state travel per occurrence due to the
death of an employee's eligible relative listed below. <u>Eligible Relative:</u> spouse, child, parent, grandparent, grandchild, son/daughter-in-law, mother/father-in-law, sibling, domestic
partner, child/parent-of-domestic partner, or any person who has legally filled the role of a parent or relative living in the
immediate household of the employee.
Relationship: in-state or out-state used:
Jury Duty 11.8 -AFT Collective Bargaining Contract
Jury Duty Service (must provide proof of service) * There should be no payment for jury duty service provided to the employee.
* There is no minimum or maximum amount the District is required to pay an employee for jury duty service.
* An employee may keep mileage and/or parking reimbursement.
Workers Componentian Injury / Illnoss 14.2 AET Collective Persoining Contract
<u>Workers Compensation Injury / Illness</u> 11.2 -AFT Collective Bargaining Contract I have reported the illness/injury to my supervisor and have signed all required forms.
i have reported the initess/injury to my supervisor and have signed an required forms.
Military Leave 11.7 -AFT Collective Bargaining Contract
An employee may be off work for any duration with order of service without pay. The first 30 days are with pay.

Any unpaid leave time will be deducted from employee's salary.

LEAVE WITHOUT PAY 11.11, 11.13 -AFT Collective Bargaining Contract

Rev. 8/28