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ACADEMIC EMPLOYEE ABSENCE AFFIDAVIT

NAME:	G#:					ORG. NO.:	MO./YR:		
HRS/WK:				DIV./OFFICE:		JOB TITLE:			
-	IF IRREGULAR)								
	LEAVES WITH PAY <u>(DAYS)</u>					LEAVE W/O	EXPLANATION		
DAY	SICK LEAVE			OTHER		PAY			
OF	*Reason	Days	Overload	**Reason	Days	DAYS	Please be brief and specific		
Month	Code	Taken		Code	Taken				
					1				
					1	1			
Total		-			-	-			
* Reason Code (Sick Leave): Employee Illness: Immediate Family Illness: Bereavement Distant Family: Personal Necessity:					SEI SFI SBF SPN	** Reason Code (Other): Bereavement Immediate Family: Jury Duty: JRY Workers Compensation: WRC Military Service: MSV			
I certify that the total days recorded above are true and correct and represent my total absences for the month. I have also specified reasons when required per "Leave Description". With the exception of the above days, I worked my full schedule this month.									

Employee's		Administrator's	
Signature:	Date:	Signature:	Date:
•		•	

Leave Description for Academic Employees

Sick Leave 11.1 - AFT

Full time 25 hours per week, 10 month academic employees accrue 10 days of sick leave per fiscal year at the beginning of each fiscal year.

SICK LEAVE MAY BE USED FOR

Employee Illness 11.1 - AFT

Medical verification may be required to make proper determination of eligibility for paid leave of absence of illness or injury.

Immediate Family Illness 11.3 - AFT

Employee is allowed to use their sick leave for an 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. 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

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) days.
- _____Appear 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.

11.4 -AFT

Relationship:_

in-state or out-state used: PAID LEAVE PROVIDED BY DISTRICT

Bereavement Immediate Family

<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

__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 Compensation Injury / Illness 11.2 - AFT

11.7 - AFT

____I have reported the illness/injury to my supervisor and have signed all required forms.

Military Leave

An employee may be off work for any duration with order of service without pay. The first 30 days are with pay.

> LEAVE WITHOUT PAY 11.11, 11.13 - AFT

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