

# Murrieta Valley Unified School District

## REQUEST FOR APPROVAL AND VERIFICATION OF ABSENCE COMPLETION OF THIS DOCUMENT IS REQUIRED FOR LEGAL PURPOSES

If you do not have paid leave to cover your request, your salary will be docked as appropriate to your leave request.

<b>SECTION A</b> <b>To be completed by Employee</b>
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Name: \_\_\_\_\_

Position: \_\_\_\_\_ Work Site: \_\_\_\_\_

- TYPE OF LEAVE**
- CHECK
- Personal Illness
  - Pregnancy Disability Leave - *Dr. Note*
  - Jury Duty - *Prior Notice Required*
  - Industrial Accident - *Report Required*
  - Military Duty - *Prior Notice Required*
  - Family/Medical Leave or CFRA
  - Prior Notice & Verification Required*
  - Bereavement - *List Relationship*

- TYPE OF LEAVE - PRE-APPROVAL REQUIRED**
- CHECK
- VACATION (Classified only)
  - CHILDREN'S SCHOOL ACTIVITIES LEAVE
  - PERSONAL LEAVE (see below)
  - PERSONAL NECESSITY: Classified= 7 days
    - a) Illness/death of immediate family
    - b) Accident of person or property of employee or immediate family member
    - c) Appearance in court - *Classified only*
    - d) Such other reason approved by Superintendent or designee
- (The above reasons are abbreviated. See your contract for further definitions)

**NOTE: UNPAID LEAVE** must be requested and approved in advance by the Director of Human Resources. Contact extension 1010 for further information.

### PERSONAL LEAVE:

**MTA Article 10.2.1** - A bargaining unit member shall be entitled to charge ten (10) days of unused sick leave per school year to be used for any purpose which such bargaining unit member deems sufficiently important to absent himself/herself from his/her duties. A bargaining unit member shall notify his/her principal/supervisor twenty-four (24) hours in advance of taking such leave, unless an emergency makes such advance notification impossible. In no event, however, shall a bargaining unit member be required either to secure permission before utilizing such leave or to explain the purposes for which such leave was used.

**CSEA Article 10.6** - A twelve-month classified bargaining unit member shall be entitled to charge six (6) days of unused sick leave per school year to be used for any purpose which such bargaining unit member deems sufficiently important to absent himself from his duties. Any bargaining unit member working less than twelve months shall be entitled to charge five (5) days of unused sick leave per school year to be used for any purpose which such bargaining unit member deems sufficiently important to absent himself from his duties. The bargaining unit member shall notify the supervisor at least twenty-four (24) hours in advance of taking such leave, unless an emergency makes such advance notification impossible.

**CSEA Article 10.6.1** - A "day" is defined as the bargaining unit member's regularly scheduled working hours (i.e., a ten (10) month, four (4) hour bargaining unit member will be granted five (5), four-hour days).

Date(s) of Absence: \_\_\_\_\_

No. of Hours: \_\_\_\_\_ **OR** No. of Days: \_\_\_\_\_

Explanation (if required): \_\_\_\_\_

By my signature below, I verify the above absence(s) to be true and correct.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SECTION B</b> <b>To be completed by Principal or Immediate Supervisor</b>
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Approved      Documentation Attached and Verified: \_\_\_\_\_

Not Approved      Comments: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_