

GOLDEN FEATHER UNION SCHOOL DISTRICT

EMPLOYEE ABSENCE REQUEST FORM

All absence requests are to be submitted at least one week prior to the date(s) of the requested absence; for illness and true emergency absences, this form is to be completed and submitted no later than three days after the employee has returned to work.

NAME \_\_\_\_\_

I (circle one) was absent/request absence on \_\_\_\_\_  
(Date/Dates)

(check one): \_\_\_\_\_ All Day  
\_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

for a total of \_\_\_\_\_ Hours \_\_\_\_\_ Minutes (30 Min. Increments)

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request that you charge the absence to:

\_\_\_ Sick Leave

\_\_\_ Bereavement Leave

\_\_\_ Personal Necessity Leave (must complete backside of form)

\_\_\_ Vacation

\_\_\_ Compensatory Time

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature) (Date)

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\_\_\_ Approved  
\_\_\_ Denied (Supervisor's Signature) (Date)

\_\_\_ Approved  
\_\_\_ Denied (Superintendent's Signature) (Date)

GOLDEN FEATHER UNION SCHOOL DISTRICT

REQUEST FOR PERSONAL NECESSITY LEAVE

(Must be stapled to Absence Report)

NOTE: For all personal necessity leaves granted other than on an emergency basis, the superintendent shall have the right to require written verification of the situation precipitating the necessity, with such verification being presented after the fact on emergency personal necessity leaves. The superintendent may waive this right on a case by case or employee-by-employee basis and accept, instead, the employee's written summation of the necessity on the standard "Employee Absence Report" form. (AR 4261.2)

From the list below, please indicate the basis on which the PLN is being requested:

- \_\_\_\_\_ Death of a immediate family member (as identified in the appropriate association contract) when the number of days of absence exceed the limits set for bereavement leaves.
- \_\_\_\_\_ Death of a close friend or relative not identified as of the immediate family.
- \_\_\_\_\_ A serious accident involving the employee's property or the person or property of a member of the immediate family which the employee cannot disregard, and which requires his attention during assigned hours of service.
- \_\_\_\_\_ An illness of a member of the employee's immediate family, which cannot be disregarded, and which requires his attention during assigned hours of service.
- \_\_\_\_\_ Immediate danger to the home of the employee, such as fire or flood, requiring the employee's attention during assigned hours of service.
- \_\_\_\_\_ Required court appearances other than in cases where the employee is an agent of the district.
- \_\_\_\_\_ Recognized days of observance of an employee's personal faith, not to exceed three days in a school year.
- \_\_\_\_\_ Personal business of the employee which is serious in nature and which includes circumstances that requires the employee to be absent during assigned hours of service.
- \_\_\_\_\_ Other personal necessity which may be allowed at the discretion of the superintendent or designee, provided that no such leave shall be granted for purposes of personal convenience, or for the extension of a holiday or vacation period, for a social event, or for matters which can be taken care of outside of working hours.