

LEAVE REQUEST – CERTIFIED

1. Check to see if you have enough leave time to cover your request.
2. Check the reverse side for contract language regarding your leave request.
3. Submit leave request to your administrator.
4. Administrator will approve or deny request and return this form to you.
5. If you are approved, obtain sub, complete bottom portion and return to secretary, or work with secretary per building procedure to ensure sub is secured.

Name: _____ Subject: _____ Date: _____

Leave time available: _____ Subfinder #: _____

Date(s) of absence: _____ Time: from _____ to _____

Type of Leave:

- | | |
|--|---|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Field Trip* |
| <input type="checkbox"/> Sick Leave-Family | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> FMLA/OFLA** | <input type="checkbox"/> Military |
| <input type="checkbox"/> Funeral/Bereavement | <input type="checkbox"/> Workshop/Conference* |
| <input type="checkbox"/> Personal Leave | <input type="checkbox"/> Association* |
| <input type="checkbox"/> Unpaid | <input type="checkbox"/> Jury Duty/Witness |

Comments: _____

*Name of Workshop, conference, meeting, grant information, etc: _____

**FMLA/OFLA leave must be requested and approved in advance. Contact Human Resources to make arrangements.

EMPLOYEE

Approved: _____ Date: _____

Charge sub cost to: _____

Denied: _____ Date: _____

Reason: _____

ADMINISTRATOR

Job #: _____ Substitute Requested/Secured: _____

Special Instructions: _____

Signature of Employee _____ Date: _____

EMPLOYEE

EMPLOYEE – PLEASE RETURN TO YOUR ADMINISTRATOR

Administrator-make a copy for your records and give the original to the employee

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Sick Leave: Temporary disability to include pregnancy shall qualify for sick leave benefits. Paid sick leave shall be available only for the period of actual disability not to exceed the employee's accrued sick leave balance. To qualify for paid sick leave, the attending physician must certify to the disability. The District may, at its option and expense, obtain a second or additional opinion as to disability where cause to question the employee's physician may exist. - 21 - 3. For each day an employee is absent from work he or she shall give notice to the principal or the person designated by the Superintendent to receive such notice. If the absence is for consecutive days, the principal should be notified of the probable date of return. The Superintendent may require substantiation of the illness. 4. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to have a medical examination at the expense of the District or furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of students and fellow employees. 5. If, at the beginning of a school year, an employee previously employed for at least one (1) school year, is ill and unable to resume his/her teaching duties and such employee had unused accumulated sick leave days at the end of the prior school year, he/she will be allowed to use such previously accumulated sick leave days while he/she remains ill and unable to work. Such employee shall not be credited with any additional sick leave days until he/she has returned to his/her duties. 6. All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason. 7. An employee employed in another school district during the immediately preceding year may receive credit for accumulated sick leave up to a total of thirty (30) days, or to such larger number of days as the employee is entitled by law. 8. On the second regular pay period of each year, each employee shall be given a written accounting of his or her use and accumulation of such leave. 9. Accumulated sick leave at retirement shall be applied to retirement benefits in accordance with ORS 237.153. 10. In accordance with Oregon and/or Federal law, the District may require use of paid leaves, including sick leave during periods of OFLA/FMLA leave. However, employees may elect to retain up to five (5) days of accrued, unused sick leave during such leave periods for possible use at a future time. This provision is intended to allow use of such retained sick leave after return to work and when such leave would otherwise have been exhausted. It is not intended to allow employees to manipulate such utilization to obtain additional benefits, including, but not limited to, continuation of the District paid health insurance cap during periods when such benefits would not otherwise be available. - 22 - 11. To the extent Oregon Sick Time law codified in ORS 653.601 through 653.661 applies to employees, employees may utilize Sick Time for purposes of sick leave and Sick Time and sick leave shall run concurrently.

Funeral/Bereavement: When death occurs in the immediate family of an employee, the employee shall be granted up to three (3) consecutive days bereavement leave with pay. Immediate family includes parents or grandparents of an employee or spouse, spouse, children, siblings, or any other individual living in the employee's household. In addition, employees may request bereavement leave for close friends, subject to prior approval by the immediate supervisor. To the extent Oregon Sick Time law codified in ORS 653.601 through 653.661 applies to employees, employees may utilize Sick Time for purposes of bereavement leave and Sick Time and bereavement leave shall run concurrently.

Personal Leave: Three (3) days per year with pay is allocated for personal leave. Such leave shall not be taken during the first week of the employee's school year, the first week of student's school year, or the last week of the school year. The Superintendent or designee may grant exceptions to the limitations placed on use of personal leave if the Superintendent or designee determines that there are compelling reasons to do so. If qualified substitutes are not available, personal leave shall not be granted. Employees may "cash out" up to two (2) days of personal leave per year at \$150 per day. An employee may carry over two (2) days of unused personal leave to the next year. An employee may not have anymore than five (5) personal days in - 20 - any given year. Employees should apply as soon as possible, and, whenever possible, at least five (5) days in advance.

Unpaid: A certified employee who is employed full-time by the District may be granted leave of absence without pay for up to one (1) school year when the duties he/she is hired to perform will not be seriously handicapped by his/her absence and provision has been made to provide a qualified substitute. - 19 - All requests for leave of absence must be in writing and must establish justification for approval by the building principal and the District Superintendent prior to February 1st of any school year. Employees who are granted a leave without pay shall, at all times during their leave, maintain with the District accurate, up-to-date contact information, specifically telephone number, address and e-mail address.

Military: Time necessary for employees called to annual active duty for training of any unit of the National Guard or the United States Reserve shall, as provided by ORS 408.290, be granted for a period not exceeding fifteen (15) calendar days in any one (1) calendar year, provided such obligations cannot be fulfilled on days when school is not in session. Such leave shall be without pay if the employee has been employed by the District for less than six (6) months prior to the commencement of the military leave. All other employees will be paid their regular pay in addition to any pay, which is received from the armed services or National Guard.

Association: The District shall grant up to a total of ten (10) days with pay (not ten days per employee) to be allotted to various members, as determined by the CBC, for the purpose of attending to CBC business. Substitute teachers must be available before leave can be granted. CBC will reimburse the District for the actual costs of a substitute for such days taken. The Superintendent may grant additional paid days with substitute reimbursement from the Association, for employees to attend to Council business.

Jury Duty/Witness: If an employee is called to jury duty, or is subpoenaed to appear as a witness in a case in the capacity as a District representative, the related absence will not result in a loss of pay. The employee may retain any compensation received from the court system in relation to these services and/or travel expenses. Such paid leave does not apply to activity related to collective bargaining units, contracts, or actions.