

# LEAVES OF ABSENCE

- The following is an abbreviated explanation of Leaves of Absence. It is not a complete list; check your bargaining unit contract for complete leave details. It is important that the employee's supervisor is notified for approval of any leave request. All employees are expected to follow the protocol listed in their union contracts concerning leaves.

## Sick Leave

<b>Use</b>	To be used for employee's illness or injury.	<b>Guidelines:</b> Employees who work less than full-time are entitled to a proportional amount of sick leave. Sick Leave accumulates from year to year.  <b>Other:</b> Let your supervisor know you will be absent as soon as possible when you are sick. Submit on Aesop as soon as possible. Must be within 2 hours of your shift  <b><u>Paid: deducted from sick leave balance.</u></b>
<b>Employees</b>	All Bargaining Units	
<b>Time Allowed</b>	Confidential/Classified/Supervisors - 12 days/year based on FTE <b>Classified</b> - 10 days based on FTE <b>EUTA</b> – 10 days based on FTE	

## Personal Business

<b>Use</b>	To be used for any reason means no tell.	<b>Guidelines:</b> Employees who work less than full-time are entitled to a proportional amount of sick leave. Sick Leave accumulates from year to year.  <b>Other:</b> Let your supervisor know you will be absent as soon as possible. Submit on Aesop as soon as possible. Must be within 2 hours of your shift.  <b><u>CANNOT BE USE BEFORE OR AFTER A HOLIDAY!!</u></b>  <b><u>Paid: deducted from sick leave, PN and PB balances</u></b>
<b>Employees</b>	All Bargaining Units	
<b>Time Allowed</b>	Confidential/Classified/Supervisors - 1 days/year based on FTE <b>Classified</b> - 1 days based on FTE <b>EUTA</b> – Days based by years of service & on FTE. Ex Below: <b>0-2; No Days, 2-5; 2 Days, 5 or more - 5 days</b>	

## Personal Necessity Leave

<b>Use</b>	To be used for emergency or personal matter, also for ill family member or their medical appointments.	<b>Guidelines:</b> Cannot be used for a) recreation, b) other employment, c) work stoppage/strike, d) any illegal activity.  <b>Other: Other:</b> Let your supervisor know you will be absent as soon as possible when. Submit on Aesop as soon as possible. Must be within 2 hours of your shift  <b><u>Paid: deducted from sick leave and PN balances.</u></b>
<b>Employees</b>	All Bargaining Units	
<b>Time Allowed</b>	Confidential/Classified/Supervisors – 7 days based on FTE <b>Classified</b> - 7 days based on FTE <b>EUTA</b> – 7 days based on FTE	

## Personal Necessity Child Leave

<b>Use</b>	To be used for volunteering within your Childs Classroom	<b>Guidelines:</b> Cannot be used for a) recreation, b) other employment, c) work stoppage/strike, d) any illegal activity.  <b>Other: Other:</b> Let your supervisor know you will be absent as soon as possible. Submit on Aesop as soon as possible. Must be within 2 hours of your shift  <b><u>Paid: deducted from sick leave, PNC and PN balances.</u></b>
<b>Employees</b>	All Bargaining Units	
<b>Time Allowed</b>	Confidential/Classified/Supervisors – 1 days based on FTE <b>Classified</b> – 1 days based on FTE <b>EUTA</b> – 1 day based on FTE	