

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

Use	To be used for employee's illness or injury.	Guidelines: Employees who work less than full-time are entitled to a proportional amount of sick leave. Sick Leave accumulates from year to year.
Employees	All Bargaining Units	
Time Allowed	Confidential/Classified/Supervisors - 12 days/year based on FTE Classified - 10 days based on FTE EUTA – 10 days based on FTE	Other: 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 <u>Paid: deducted from sick leave balance.</u>

Personal Business

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

Personal Necessity Leave

Use	To be used for emergency or personal matter, also for ill family member or their medical appointments.	Guidelines: Cannot be used for a) recreation, b) other employment, c) work stoppage/strike, d) any illegal activity.
Employees	All Bargaining Units	
Time Allowed	Confidential/Classified/Supervisors – 7 days based on FTE Classified - 7 days based on FTE EUTA – 7 days based on FTE	Other: Other: 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 <u>Paid: deducted from sick leave and PN balances.</u>

Personal Necessity Child Leave

Use	To be used for volunteering within your Childs Classroom	Guidelines: Cannot be used for a) recreation, b) other employment, c) work stoppage/strike, d) any illegal activity.
Employees	All Bargaining Units	
Time Allowed	Confidential/Classified/Supervisors – 1 days based on FTE Classified – 1 days based on FTE EUTA – 1 day based on FTE	Other: Other: 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 <u>Paid: deducted from sick leave, PNC and PN balances.</u>