

COLLECTIVE BARGAINING AGREEMENT BETWEEN TVUSD AND TVEA
TERM OF CONTRACT: JULY 1, 2015 – JUNE 30, 2017

APPENDIX G-4 EMPLOYEE LEAVE REQUEST

APPENDIX D (CSEA)
APPENDIX G-4 (TVEA)

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
EMPLOYEE LEAVE REQUEST
(All Leaves Require Advance Approval)

Name: _____ Work Site: _____
Certificated _____ Classified _____ Confidential _____ Administrator _____

Date(s) of Absence: From _____ To _____

Number of Work Days Involved: _____ Employee # _____

I hereby request leave be granted as indicated:

_____ **PERSONAL TIME OFF** – Without Compensation (TVEA/TVUSD Art. 10.6, 10.8, & 10.12 or CSEA/TVUSD Art. 9.6. & 9.9)

_____ **BEREAVEMENT** – Maximum of 3 Days (Or 5 days if one-way travel more than 300 miles)
(See Contract for list of approved family members) (TVEA/TVUSD Art. 10.4 or CSEA Art. 9.4)

Relationship of deceased: _____

Residence of deceased (City/State): _____

_____ **PERSONAL NECESSITY** - Up to seven (7) days per year. (CSEA 538 Art. 9.3)

_____ Death or serious illness of a member of the unit member's immediate family. (CSEA 9.3.2a)
(Explanation - use space below)

_____ Accident involving unit member's person or property, or the person or property of the unit member's immediate family. (CSEA 9.3.2b) (Explanation - use space below)

_____ Appearance in any court as a litigant or witness under subpoena (CSEA 9.3.2c)
(Explanation - use space below)

_____ Other matters of personal necessity subject which is allowed at the discretion of the Superintendent or designee provided that under no circumstance shall leave be available for purposes of personal conveniences or for the extension of a holiday or a vacation period, for matters which can be taken care of outside work hours, or for recreational activities. (CSEA 9.3.2d) (Explanation - use space below)

Explain: _____

_____ **PATERNITY LEAVE** – Provided accrued sick leave is available, an employee may be granted the use of his/her accumulated sick leave to a maximum of fifteen (15) days for the purposes of a paternity leave, within the first year of birth. (Certificated Staff Only) (TVEA 10.7.1)

_____ **JUDICIAL** – Unit members will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the unit member. (TVEA 10.10.1 and CSEA 9.8)

_____ **PERSONAL BUSINESS** – A unit member may elect to use up to ten (10) days in a year as Personal Business Leave. Administrative approval is *only* required if that leave extends a holiday or vacation period, and a unit member shall complete a form when making this request. Personal Business Leave may not be carried over to succeeding years. (Certificated Staff Only) (TVEA 10.2)

_____ **EMERGENCY LEAVE** - Up to one (1) day. (Classified Staff Only) (CSEA 9.3.5)

Employee Signature: _____ Date: _____

_____ APPROVED _____ DISAPPROVED _____

Administrator's Signature

Date

****FORWARD TO HUMAN RESOURCES DEVELOPMENT OFFICE****

Date

Human Resources Development Administrator Signature

Original-Payroll

Canary-Supervisor

Pink-Employee

Goldenrod-Site copy (To be retained by site before submitting for approval)