

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
REQUEST FOR LEAVE OF ABSENCE**

District Cuyamaca College Grossmont College

(See Procedures on Reverse Side)

Check One: Academic Classified

Check One: Full-Time Part-Time

EMPLOYEE PLEASE COMPLETE THIS PORTION

NAME	Emp. I.D.#	DEPARTMENT
------	------------	------------

Last, First, M.I.

Requested Leave Dates: _____ through _____ for a total of

_____ days or hours.

Type of Leave Requested—Requests for Leave of Absence must be approved prior to departure on leave with the exception of bereavement and certain personal necessity leaves. For an explanation of each leave, the employee should consult the appropriate sections of the California Education Code, the Management, Supervisory, or Confidential handbooks or the appropriate collective bargaining contract or contact Human Resources.

- | | |
|---|--|
| __ 1. Personal Leave Without Pay | __ 5. Military Leave (<i>copy of orders required</i>) |
| __ 2. Personal Necessity Leave* | __ 6. Bereavement Leave (<i>state relationship of deceased</i>) |
| __ 3. Jury Duty (<i>attach copy of summons</i>) | __ 7. Parental Leave (<i>if you qualify for FML, you will fill out another form</i>) |
| __ 4. Non-FMLA Medical Leave | |

Please give reasons for leave checked: _____

Signature of Employee _____ Date _____

Approved Disapproved _____ Date _____

Signature of Supervisor

Name of Supervisor

Approved Disapproved _____ Date _____

Signature of Dean/Director/Mgr.

Name of Dean/Director/Mgr.

***FOR PERSONAL NECESSITY LEAVE—PLEASE READ CAREFULLY**

The employee's signature verifies compliance with stipulations that the absence is for reasons beyond the employee's immediate control and not for purposes of personal convenience or for a situation created by the employee.

The California Education Code Sections 87784 and 88207 require that the Governing Board "adopt rules and regulations requiring and prescribing the manner of proof of personal necessity."

Contact Risk Management Office for more information/regulations. **Return all copies to Risk Management.

Grossmont-Cuyamaca Community College District

PROCEDURES FOR

REQUEST FOR LEAVE OF ABSENCE FORM

1. The requesting employee should complete the form and obtain appropriate signatures.
2. Forms must be complete and submitted to appropriate office as soon as the required signatures have been obtained.
Employees are requested to submit leaves 30 days in advance when they are requested for a foreseeable reason.
2. For extended leaves, Governing Board approval must be received prior to beginning date of leave.
3. After processing by District Services, copies will be returned to the employee and appropriate department.