



Classified Absence Request Form

Consistent with the CSEA Collective Bargaining Agreement, this document shall be used as a part of the School Site/Department's established reporting procedures for approving and documenting some leaves of absence. Please complete this form as far in advance of the anticipated absence as possible. Verification of absences may be required. Other leaves may be available that are not covered by this form. Please contact Brenda Garcia at (714) 424-8935 if your leave encompasses your own or a family member's personal serious health condition, pregnancy/baby bonding or military leave. Employee and Site should maintain signed copy for their records.

Employee Information		
Name (Print):		School/Department Site:
Position:	Employee ID:	Work Hours:
Employee Signature:		Date:
Duration of Requested Leave of Absence		
Leave Start Date:	Leave End Date:	Total Number of Days:
Time of Absence		
All Day		Partial Day From: _____ am/pm To: _____ am/pm
Leave Request Information (Select Absence Type)		
Vacation (Requires advance notice)		Illness* (Provide as much advance notice as possible)
Personal Necessity* (Requires five days advance notice for most reasons)		
Select appropriate purpose: (Details for each option can be found in the CSEA Collective Bargaining Agreement under Article 8.9)		
8.9.1.1	8.9.1.2	8.9.1.3 8.9.1.4 8.9.1.5 8.9.1.6 8.9.1.7 8.9.1.8 8.9.1.9 8.9.4
Kin Care*		Bereavement*
Floating Holiday** (Requires five days advance notice)		Banked Compensatory Time
Jury Duty*		Witness in court case* (Must be served with subpoena to appear as a witness <i>not</i> a litigant in case)
Disposition		
Approved	Denied	If Denied, provide reason in space below:
Supervisor Signature:		
Date:		

*May require additional documentation and coordination through Human Resources

**Only available to permanent classified employees

School Site/Department may also require employee to complete NMUSD's online Leave of Absence Request form before or after completion of leave, which can be found at <https://payroll.nmusd.us/LeaveOfAbsence/SignIn.aspx>