

Buckeye Career Center Employee Request For Absence/Leave

This form is to be used for all leaves or absences, **except professional leave w/reimbursable expenses.**

Printed Name: _____ Substitute Needed? _____

Supervisor: _____ # of Days of Leave: _____

Dates of Leave: _____ thru _____ If partial day list hours: From _____ to _____

Absence/Leave Code:

SICK (9.025 & 9.026)

- ___ self
- ___ Spouse ___ child
- ___ father ___ brother
- ___ mother ___ sister
- ___ in-laws ___ gr-parents
- ___ f- parents ___ s-parents

- ___ **PERS**-Personal Leave 9.03
- ___ **STA**-Student/Teacher Activity
- ___ **FUNERAL**-9.025
- ___ spouse ___ child
- ___ parent ___ sibling
- ___ **OTHER** _____

- ___ **VAC**-Vacation
- ___ **JURY**-Jury Duty 9.08
- ___ **FUNERAL**-9.027
- ___ in-laws ___ gr-parents
- ___ aunts ___ ggr-parents
- ___ uncles ___ nephews
- ___ nieces ___ first cousin
- ___ gr-children

Negotiated Agreement: (for complete Article 9-Leaves of Absences, refer to pg. 18-22 of Negotiated Agreement)

9.025 An employee may use sick leave for absence for personal illness, pregnancy, miscarriage, recovery from childbirth, injury, exposure to contagious disease which could be communicated to other employees or children, and absence due to illness or death in the immediate family. Sick leave shall be limited to the maximum sick leave accumulated by the employee. Abuse of sick leave may be ground for discipline or discharge as provided in ORC 3319.14. Doctor and dental appointments for employees and their immediate family, as defined below, are appropriate uses of sick leave.

9.026 Immediate family for purpose of this policy shall include: spouse, children, father, mother, brother, sister, in-laws, grandparents, foster parents, and step-parents.

9.027 One day of (sick leave) absence with pay shall be allowed an employee for the funeral of in-laws, grandparents, great-grandparents, aunts, uncles, nieces, nephews, first cousins and grandchildren.

9.031 Every member of the bargaining unit shall receive three (3) unrestricted personal leave days per year. Personal days are unrestricted except for professional in-service days and parent/teacher conferences. One personal leave day may be used to lengthen any holidays. Personal leave days may not accumulate.

Print, sign, and submit form to your immediate supervisor.

For sudden, unexpected leave, employee MUST contact sub caller ASAP.....

By affixing my signature below, I verify that I am using leave pursuant Article 9 as contained in the Negotiated Agreement.

Employee's Signature (required for all leaves/absences)

Date

Supervisor's Signature

Date

Superintendent's or Designee's Signature

Date