

DOWNEY UNIFIED SCHOOL DISTRICT

EMPLOYEE'S AFFIDAVIT OF ABSENCE

____ CERTIFICATED	____ CLASSIFIED
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Name _____ Date _____
Last First

Department/School _____ Downey Adult School Title/Position _____

A. ABSENCE REQUEST

I hereby request an absence from duty on _____ Date or Dates

for _____ days/hours

Under the following category:

- | | | |
|---|---|-------------------------|
| ____ Medical Appointment | ____ Vacation (Classified) | ____ Deduct Days |
| ____ Health/Maternity | ____ Leave without pay | ____ Personal Business |
| ____ School Business Activity: | ____ Compensation Day (Management/Confidential) | ____ Personal Necessity |
| ____ Non-Contract Day (Certificated Management) | ____ Compensation Time (Classified) | |

Days of Vacation/sick time accrued (if applicable): _____

Approved: _____

Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____

B. EMPLOYEE AFFIDAVIT OF ABSENCE

I hereby submit my statement of absence from duty

I was absent on _____ for _____ days/hours
Dates

_____ for _____ days/hours
Dates

Under the following category:

- | | |
|------------------------------------|---|
| ____ Health/Maternity* | ____ Bereavement Leave**-Relationship: _____ |
| ____ Leave without pay | ____ School Business Activity: _____ |
| ____ Illness/Medical Appointment** | ____ Compensation Day (Management/Confidential) |
| ____ Deduct Days | ____ Compensation Time (Classified) |
| ____ Vacation (Classified) | ____ Non-Contract Day (Certified Management) |
| ____ Personal Necessity | ____ Jury/Witness Duty* |
| ____ Personal Business | ____ On-the-Job Injury (Workers' Comp)*: _____ |

Date of Injury

Approved: _____

Employee's s Signature _____ Date _____ Supervisor's Signature _____ Date _____

* Supporting Document must be provided

**Supporting document must be provided under specified circumstances

12. Personal Necessity Leave

A regular full time teacher may elect to use his/her annual accumulative illness or injury leave, not to exceed 80% per school year for the following purposes:

- a. Death or illness of member of his/her immediate family as defined in Article IV, Section G.
- b. An accident involving the teacher's person or property, or the person or property of member of the teacher's immediate family as defined in Article IV, Section G.
- c. An appearance of the teacher in court as a litigant or witness under an official order. The teacher is expected to return to work in cases where he/she is not required to be absent the entire day.
- d. Birth or adoption of a teacher's child.
- e. Imminent danger to the home of the teacher.
- f. Religious holidays.
- g. Activities required by virtue of holding a public elected office.
- h. In case of personal necessity where the teacher cannot reasonably be expected to disregard the situation, or where the necessity cannot be transacted outside of the teacher's assigned working hours, except that such leave may not be used for:
 1. routine personal business
 2. vacation, recreation, or social activities
 3. employee organization activities
 4. political activities or demonstrations
 5. work stoppage and other concerted activities

A teacher using personal necessity leave shall submit the absence verification form certifying that the teacher is using personal necessity leave for a purpose provided in this article. A teacher shall give his/her immediate supervisor advance notice of personal necessity leave whenever reasonably possible.

In situations where absence is due to subpoena or an official order, the teacher must provide evidence from certified clerk or authorized officer of a court or other governmental jurisdiction. For such leaves the teacher shall be granted leave of absence with pay up to the amount of the difference between the teacher's regular earnings and any amount he/she received for jury or witness fees.

13. Personal Business Leave

Teachers shall be eligible to use up to 30% of unrestricted personal business leave per each school year, to be deducted from any available sick leave days accrued. Teachers shall be required to give the District twenty-four (24) hours advance notice to use such personal business leave.