

Time-Off Request  Certificated  Classified

Mendocino County Office of Education

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Type of Request:

- Illness, Personal Necessity, Vacation, Calendar Day, Floater Holiday, Medical/Dental Appointment, Off Duty, Jury Duty, Union Business, etc.

Requested Date(s) and Time of Leave: \_\_\_\_\_

Compensatory (Comp) Time (Classified only): Reason Comp Time Necessary: \_\_\_\_\_

Date(s) and Time Comp Time Requested/Earned: \_\_\_\_\_

Requested Date(s) and Time to Use Comp Time Leave: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Department Authorization:

Approved Date: \_\_\_\_\_ Denied Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Leave Definitions:

Illness: Certificated: Earned at 1 day per month worked; employees who work less than 1.0 FTE earn a pro-rata share; accumulated year-to-year. Classified: Earned at 1 day per month; employees who work less than 1.0 FTE earn a pro-rata share; accumulated year-to-year. Certificated & Classified: Unused sick leave may be converted to retirement credit in accordance with applicable law.

Personal Necessity: Seven (7) days maximum (charged to illness leave) for death, illness or emergency in immediate family; accident involving person or property; court-ordered appearance as a litigant party or witness; impossible travel due to natural catastrophe; four (4) of seven (7) days maximum for compelling personal concern; two (2) of the four (4) compelling personal concern days may be taken as "No Tell" days; three (3) of seven (7) days maximum for death of a close personal friend. The unit member shall not be required to secure advance permission for leave taken for the following emergencies: death or serious illness of a relative, dependent, or special relation; or accident involving his/her person or property, or the person or property of a member of his/her immediate family. However, the employee must provide his/her supervisor with notice of taking such leave.

Paternity/Adoption Leave: Certificated: up to seven (7) allowable leave days; Classified: up to six (6) allowable leave days; (taken as "personal necessity").

Religious Holiday: Classified: Up to two (2) days of absence with pay for the purpose of observing religious holidays which custom has established as days of special importance to those who practice a particular faith; (taken as "personal necessity").

Bereavement: Three (3) days for locations within two hundred (200) miles and five (5) days for greater distances due to death in immediate family, excluding cousins, nieces, nephews, uncles, aunts or non-relatives unless living in the employee's household.

Union Business: Classified: Up to ten (10) days per year utilized by entire classified group. Certificated: Up to ten (10) days per year utilized by entire certificated group.

Vacation: Classified: Earned at twenty-two (22) days per year for employees with over 15 years of service; sixteen (16) days per year for employees with between 6-15 years of service; and ten (10) days per year for employees with less than 6 years of service. One (1) Floater Vacation (FV) day may be taken at the employee's discretion, subject to supervisor's approval. Employees who work less than 1.0 FTE and/or 12 months per year earn a pro-rata share.

Calendar Day: Classified: Non-work days above and beyond 260 paid work days per year.

Floater Holiday: Classified: One (1) day of absence with pay per year, also known as "Floater Vacation".

Medical/Dental Appointment: Classified: Up to two (2) hours of absence per month with pay for bonafide medical/dental appointments if approved by the department head. Department head reserves the right to verify validity of time taken.

Jury Duty: A unit member who receives a jury summons shall submit a copy of the summons to his/her supervisor. At the conclusion of jury duty, the unit member shall submit a statement from the Jury Commissioner's Office specifying the dates and times served by the unit member.

Off-Duty: Contract days not worked (without pay) for reasons other than allowable leaves.