

EMPLOYEE ID# \_\_\_\_\_ NAME (LAST, FIRST) \_\_\_\_\_

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<input type="checkbox"/> CERTIFICATED
<input type="checkbox"/> CLASSIFIED

SCHOOL/DEPT: \_\_\_\_\_ LOCATION: 

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 POSITION/ASSIGNMENT: \_\_\_\_\_

**CHECK REASON FOR PAID LEAVE REQUEST:**

- Partner/Adoption (Procedure# AR4161.24)
- Bereavement (Procedure# 7140)
- Annual Military Training Duty (Procedure# 7146) **Attach Orders**
- Jury Duty (Procedure No. 7144) **Attach Notice of Jury Summons and Time Slips**
- Court appearance as witness or other than litigant (Procedure# 7142) **Attach Subpoena**

*Note: If court appearance is as a litigant, Personal Emergency Leave may be requested.*

**FROM:** \_\_\_\_\_  AM  
DATE: 

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 TIME: \_\_\_\_\_  PM

**THROUGH:** \_\_\_\_\_  AM  
DATE: 

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 TIME: \_\_\_\_\_  PM

# OF DAYS	HOURS/DAY*	TOTAL HOURS
<table border="1" style="width: 40px; height: 20px;"></table>	<table border="1" style="width: 40px; height: 20px;"></table>	<table border="1" style="width: 40px; height: 20px;"></table>

\*8 HOUR DAY = FULL TIME ASSIGNMENT

EMPLOYEE SIGNATURE	DATE

Full Explanation \_\_\_\_\_

Approval Required:

APPROVED       DENIED

\_\_\_\_\_  
Signature of Principal or Department Head      Date

Comments:

Timekeeper Signature \_\_\_\_\_ Date Entered \_\_\_\_\_

**TIMEKEEPER INSTRUCTIONS:**

**PARTNER/ADOPTION LEAVE:** Effective July 1, 2023, three (3) days of leave with full pay will be granted to a father/spouse/partner **immediately following the birth of their child**, OR to either parent to make **final arrangements to adopt a child**.

Report Partner Leave with the Time Reporting Code **PAT**  
Report Adoption Leave with the Time Reporting Code **ADOPT**  
Report Bereavement with the Time Reporting Code **BRV**

- In the Comments field in Time and Labor, enter the relationship to the employee and the location (state) of the funeral.
- Refer to your bargaining unit contract for the number of days allowed for bereavement leave.
- Additional days may be requested as Personal Emergency leave.

Report Military Training Duty with the Time Reporting Code **MIL**

- This should only be used for short-term military leave up to 30 days. Any long-term (unpaid) military leave requests should be entered on the Long-Term Leave of Absence Request (Unpaid) form.
- It is the timekeeper's responsibility to require/verify/file the military orders. Do not send them to Payroll.

Report Jury Duty with Time Reporting Code **JUR**

- It is the site timekeeper's responsibility to require/verify/file the Notice of Jury Summons and courthouse time slip for hours worked.

Report Court Appearance Subpoena Witness with Time Reporting Code **CRT**

- It is the site timekeeper's responsibility to require/verify/file the subpoena.
- If the court appearance is as a litigant for a district case, Personal Emergency may be requested.

**Do not send this card to the Payroll Department.** After reporting this leave into Time and Labor, this card must be filed at the site. Each site is responsible for maintaining their own absence forms.