



CLASSIFIED
APPLICATION FOR LEAVE OF ABSENCE

Name _____

Type of Leave: Maternity []

Assignment _____

Child Care [] _____%

School or Department _____

Personal [] _____%

Medical []

Leave requested from _____ 19____ through _____ 19____

Address while on leave: _____

Explain in detail the purpose of leave: (If for pregnancy leave, attach copy of statement signed by physician, IUSD Form PS 1.)

[Blank lines for explanation of leave purpose]

In requesting the above leave, I agree to conform to the provisions of applicable regulations of the Irvine Unified School District. I understand that failure to notify Personnel Services of my intention to return to work on or before 90 days prior to termination of my leave will be considered a resignation unless advance arrangements for extensions are made.

Signature _____ Date _____

Recommendation:

Approval _____

Disapproval _____

Date _____

Principal/Department Head _____

Date _____

Personnel Administrator _____

Date _____

Board of Education _____

CLASSIFIED LEAVES OF ABSENCE

GUIDELINES:

TO REQUEST A LEAVE. Permanent employees wishing a leave of absence shall submit a completed Application for Leave of Absence to his/her supervising administrator no less than two weeks prior to the beginning date of the requested leave.

NOTIFICATION OF INTENT TO RETURN. It shall be the responsibility of an employee on leave to notify the Personnel Department of their intention of returning from a leave of absence to regular District employment no less than 90 days before they are scheduled to return. Unless the Personnel Department receives written notice no less than 90 days before the scheduled return, the leave of absence shall be considered VOID, and Employer contractual commitments to the employee no longer exist.

RETURN TO "SIMILAR POSITION". Upon returning from extended leave, if openings exist, employees will be reassigned to a position similar to that held prior to the leave. A "similar position" refers to "similar" description of duties, the hours of duty are determined by the position available regardless of the employee's hours of duty prior to leave of absence.

SICK LEAVE. When employees are absent from their duties because of illness and they have exhausted all available and accumulated sick leave, the employee shall be eligible for a maximum of 110 sick leave days (112 for twelve-month employees), inclusive of all days used. For this additional sick leave the employer will pay the employee the difference between the employee's normal salary and the amount paid a substitute to fill the position. Extended leave and the availability of "differential" must be on the basis of a recognized medical doctor's statement.

MATERNITY LEAVE. Maternity leave will be provided in accordance with State law and includes the use of accumulated sick days and differential, as needed.

MILITARY LEAVE. Military leave will be granted to those eligible as stated in the Military and Veterans Code and Section of the Education Code.

BEREAVEMENT LEAVE. All employees are entitled to three days leave of absence, five days if extensive travel is required, for the death of any member of their immediate family and for such additional days as the Employer may allow. No deduction shall be made from the salary of such employees for such authorized leave of absence.

JUDICIAL LEAVE/OFFICIAL APPEARANCE. Employees shall be entitled to leave without loss of pay to appear in court as a witness other than as a litigant or to respond to an official order from duly authorized government agencies.

INDUSTRIAL ACCIDENT OR ILLNESS LEAVE. An employee shall be provided leave of absence for industrial accident or illness pursuant to the provisions of Education Code Section 44984. Those provisions are described in Article 10.8 of the Classified Agreement.

FAMILY MEDICAL LEAVE may run concurrently with other approved leaves and will be provided according to current Federal and State laws. Any individual employed by IUSD for one year who has worked 1,250 hours in the current or preceding year is eligible for Family Medical Leave (FML). The law provides eligible employees the right to take up to twelve weeks of unpaid family/medical leave per year when there are valid reasons for which the leave is requested. Contact Personnel for a copy of current guidelines.

OTHER LEAVES. The Employer may grant leaves of absence not to exceed one school year to employees for suitable activities that will lead to adoption of children, child-rearing, for reasons of health, for compelling family matters, or for Employer-recommended courses of study.