

Leave Affidavit

This affidavit is essential for payroll purposes. Please fill out the form with care and return it as directed by the Principal/designee.

PERSONAL DAY: Granted under the terms of Policies 03.1231/03.2231.

Date of personal day: _____ Total Days: _____ Substitute Needed

PERSONAL UNPAID LEAVE: Submit to the Superintendent for Board action.

Date(s) of leave: _____ Total Days: _____ Substitute Needed

SICK LEAVE: Granted under the terms of Policies 03.1232/03.2232.

Date(s) of sick leave: _____ Total Days: _____ Substitute Needed

Check one: Employee's illness Illness of family member Mourning

Is sick leave used for emergency leave purposes, per policy? Yes No

MATERNITY/ADOPTION/CHILDREARING LEAVE: Granted under the terms of Policies 03.1233/03.2233.

Estimated date(s) of leave _____ to _____ Substitute Needed

Paid maternity leave /number of sick leave days _____ unpaid maternity leave

Paid birth or adoption leave, not to exceed 30 days/number of sick leave days _____

Unpaid childrearing leave _____

JURY LEAVE: Granted under the terms of Policies 03.1237/03.2237.

Date(s) of jury leave: _____ Total Days: _____ Substitute Needed

Employee Signs Over Court-Issued Jury Duty Check.

Employee Reimburses District.

MILITARY/DISASTER SERVICES LEAVE: Granted under the terms of Policies 03.1238/03.2238.

Date(s) of leave: _____ Total Days: _____ Substitute Needed

EMERGENCY LEAVE: Granted under the terms of Policies 03.1236/03.2236.

Date(s) of emergency leave: _____ Total Days: _____ Substitute Needed

Bereavement Disasters

Court /Legal Other (Specify): _____

Is sick leave being used for emergency leave purposes, per policy? Yes No

Principal/Supervisor's Signature

Date

I hereby affirm and attest that the information I have provided is true and, under provisions of law and Board policy, qualifies me to take the leave indicated. I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee's Signature

Date

Review/Revised:11/10/03