

Leave Affidavit

THE AFFIDAVIT IS ESSENTIAL FOR PAYROLL PURPOSES. PLEASE FILL OUT THE FORM WITH CARE AND RETURN IT AS DIRECTED BY THE PRINCIPAL/DESIGNEE.

☐ **PERSONAL LEAVE:** GRANTED UNDER THE TERMS OF POLICIES 03.1231/03.2231.

DATE(S) OF PERSONAL 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/CHILDCARE LEAVE:** GRANTED UNDER THE TERMS OF POLICIES 03.1233/03.2233.

ESTIMATED DATE(S) OF LEAVE 9/13/18 TO 11/30/2018 SUBSTITUTE NEEDED ☒

☒ PAID MATERNITY LEAVE / NUMBER OF SICK LEAVE DAYS 30 ☒ UNPAID MATERNITY LEAVE 18 days

☐ PAID BIRTH OR ADOPTION LEAVE, NOT TO EXCEED 30 DAYS / NUMBER OF SICK LEAVE DAYS _____

☐ UNPAID CHILDCARE 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

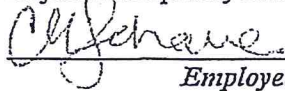
☐ COURT /LEGAL ☐ OTHER, SPECIFY: _____

IS SICK LEAVE BEING USED FOR EMERGENCY LEAVE PURPOSES, PER POLICY? ☐ YES ☐ NO

 Superintendent/designee's Signature

7/27/18
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

7/19/2018
Date

Review/Revised: 7/25/01