

REPORT OF ABSENCE
CASA GRANDE ELEMENTARY SCHOOLS

Name _____

First Date of Absence _____ Date of Return _____ # of Hours Absent _____

Substitute Employed: _____ YES _____ NO Name of Substitute _____

Signature of Absentee _____

CHARGE THE ABOVE ABSENCE AS FOLLOWS:

DEDUCTIBLE LEAVE:

1. _____ **General Leave (in accordance with GB Policy GCCA)** - See reverse side of this form.
Family illness shall not exceed a period of three (3) consecutive days, unless approval is granted by the Superintendent.
- Self _____ Spouse/Child _____ Other _____
2. _____ **Bereavement Leave:** Immediate family, in excess of non-deductible 5 days (not to exceed 5 days) or up to two days for family members other than those listed below (Refer to #4 below)
- Personal Leave** as described in Policy GCCB / GDCB; (FOUR days per year, non-cumulative)
- *3. _____ NOTE: Applies to non 12-month employees only.

NON-DEDUCTIBLE LEAVE:

4. _____ **Bereavement Leave:** Immediate family (includes spouse, father, mother, siblings, parents, grandparents, children, grandchildren and in-laws--father, mother, son, daughter, sister and brother), not to exceed 5 days. *(Refer to Policy GCCH/GDCH)*
- *5. _____ To attend professional meetings/school business with approval of Superintendent
- *6. _____ Vacation
7. _____ Jury duty, subpoena or military duty
- *8. _____ Comp time

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9. _____ Part-time employee, no benefits

* **REQUEST SHOULD BE MADE AND APPROVED IN ADVANCE**

Signature of Principal/Supervisor

School/Department

To be completed when absentee returns to duty, fill in date of absence and date of return, obtain employee's signature and Principal/Supervisor's signature. Forward to the Payroll Department. Give a signed copy to employee, if requested.

GCCA PROFESSIONAL / SUPPORT STAFF GENERAL LEAVE

Use of General Leave

Earned general leave shall be provided to an employee for recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent).

General leave allows for an absence that is necessary due to domestic violence or abuse, provided the leave is to permit the employee to obtain for the employee or the employee's family member, medical or legal services and/or relocation to deter the aforementioned activities.

The District may, at District expense, require the employee to submit to medical examination by a physician selected by the District to determine 1) whether or not the continued use of general leave is appropriate, or 2) whether return to duty is appropriate.

As defined in statute (A.R.S. [23-371](#)), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Family illness, for purposes of general leave, shall not exceed a period of three (3) consecutive days, unless approval is granted by the Superintendent.

General leave may include other excused absences, such as medical, dental, or other therapeutic examination or treatment impossible to schedule on non-duty days.

General leave may be used for childbirth from the time the physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal duties. Sick leave for childbirth will not extend beyond six (6) weeks after the birth without the physician's verification. If the employee does not wish to return to her duties, an extended unpaid leave of absence must be requested, consistent with existing District policy.

A staff member who is or will be the grandparent of a newborn child will be allowed general leave, not to exceed two (2) days, for the birth of the newborn child. In the event of medical complications, more than two (2) days of general leave may be allowed. This leave must be used within the first twenty-one (21) days of the birth.

A staff member who is or will be the father of a newborn child will be allowed general leave, not to exceed ten (10) days, for the birth of the newborn child. In the event of medical complications, more than ten (10) days of general leave may be allowed. This leave must be used within the first twenty-one (21) days of the birth.