

Instructions: 1.) Employee requesting leave - submit both copies to your principal or department head.  
 2.) Approving authority (see signature section below) - complete form and distribute as follows: Original (white): Site Timekeeper;  
 Second copy (canary): Employee

Empl ID:        Name (Last, First, Middle): \_\_\_\_\_  Classified  Certificated

School or Dept: \_\_\_\_\_ Location No.:       Subject, Grade or Position Assigned: \_\_\_\_\_

### Check Reason for Paid Leave Request:

- Paternity/Adoption (Procedure No. 7138)
- Bereavement (Procedure No. 7140)
- Annual Military Training Duty (Procedure No. 7146)  
**Attach Orders**
- Jury Duty (Procedure No. 7144)  
**Attach Notice of Jury Summons and Time Slips**
- Court appearance as witness or other than litigant (Proc No. 7142)  
**Attach Subpoena**  
Note: If court appearance is as a litigant, Personal Emergency Leave may be requested.

FROM:  /  /  \_\_\_\_\_ A.M. P.M.  
FROM DATE TIME

THROUGH:  /  /  \_\_\_\_\_ A.M. P.M.  
TO DATE TIME

No. of Days: \_\_\_\_\_ Hours/Day\*: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
\*8 hours/day = Full time assignment

\_\_\_\_\_  
 Employee Signature Date

**Full Explanation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Approval Required:

Approved  Disapproved \_\_\_\_\_  
Signature of principal or department head

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Timekeeper Instructions:

- Report Paternity with **PAT** Time Reporting Code  
-If this TRC is not available in Time and Labor for this employee, the employee is not eligible for this type of paid leave.
- Report Adoption with **ADOPT** Time Reporting Code  
-If this TRC is not available in Time and Labor for this employee, the employee is not eligible for this type of paid leave.
- Report Bereavement with the **BRV** Time Reporting Code  
-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 **MIL** Time Reporting Code  
-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 **JUR** Time Reporting Code  
-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 **CRT** Time Reporting Code  
-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 form or any required documentation regarding short-term paid leave to Payroll. Site is responsible for tracking this.**