## Los Angeles Unified School District

## CERTIFICATION AND/OR REQUEST OF ABSENCE FOR NON-ILLNESS

		me	First Name		M.I.	Employee N		
Wo	rk L	ocation Name	Job Title				Employee's Telephone	
REA	SO	N FOR ABSENCE	FOR THE	NOR				
1.	Star	rting date of absence/	_/ Last date of a	bsence (expected)	/_	/		
_		Mo. Day	Yr.		Mo.	Day Yr.	•	
2.		Total time (expected) of absence: days; hours. AM / PM  NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when						
		uired.	e of Teplace the Leave of At	osence Request Fo	orm (FC)	rorm sooo o	TIK FOI III 1005), WHEII	
3.		ect the appropriate type of absence:						
	A)	Accident or Imminent Danger to M	My Person/Property (see rule <sup>1</sup>	)	Expla	in		
	B)	Accident to Family Member's Pro	perty (see rule <sup>1</sup> )		Explai	n		
	C)	Auto failure (up to 2 hours) if car	used for work on that day (see	e rule²)	Expla	n		
	D)	Registration or Final Exam in Hig	her Education (see rule <sup>3</sup> )		. Explai	n		
	E)	Religious Holiday of My Faith	Paic	d 🔲 Unpaid 🔲				
	F)	Court Appearance	Paid	d 🗌 Unpaid 🔲	Provid	le Verification	n	
	G)	School Activity	Paic	d Unpaid			n	
	H)	Bereavement (see rule <sup>4</sup> )		····	. Identi	fy Family Rel	ation	
	I)	Conference Approved by District.			. Provid	le verification	; Explain	
	J)	Jury Duty					tion from the Court	
	K)	Vacation (All regular classified en				ct to Approva		
	17		npioyees & Certificated A bas	S1S)	Subjec	i io Appiova	l .	
	IX)	· · · · · · · · · · · · · · · · · · ·			-		ı	
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Board/PC rule if another relationship is claimed. Imminent danger to property includes only your property, and is occasioned by disaster such as flood, fire, or earthquake. <sup>2</sup> Rule to #3.C, F, G: Refer to applicable bargaining unit agreement or any applicable Board/PC rule.

Rule to #3.D: Upon at least two days' notice to their immediate supervisor, a classified employee shall be permitted to take any examination and to participate in other District employment procedures during working hours without loss of pay or other penalty. If less than two days' notice is provided, permission to participate without loss of pay is subject to approval by the employee's immediate supervisor. (PC Rule 807)

4 Rule to #3.H: The rule requires that the relationship be an immediate family member meaning under LAUSD's definition for bereavement. The immediate family is defined as the

parent, grandparent or grandchild of the employee's spouse, and the spouse, child (including foster child), brother, sister, daughter-in-law, or son-in-law of the employee, or any relative living in the immediate household of the employee. Reference the specific section of the bargaining agreement or any applicable Board/PC rule for further information.