

★ Revised ★

YOSEMITE COMMUNITY COLLEGE DISTRICT CERTIFICATE OF ABSENCE FOR MANAGEMENT AND CLASSIFIED STAFF

Name of Employee Jenni Jenny
(PRINT LEGAL NAME)

Pre-Post

Colleague ID # 867-5309 or last 4 digits of SS# xxx / xx / 0000

Dept Security Check: MJC / CC / YCCD Month/Yr JULY 2019

LIST TOTAL HOURS ABSENT FOR EACH CLASSIFICATION:

- Sick Leave _____
 - Vacation 40hrs
PAY DOCK will be implemented if not enough vacation time to cover time off requested. → Initial your approval: _____
 - Other _____
 - Comp Time (classified only) _____
Vacation will be used if not enough comp time exists to cover leave time requested. → Initial your approval: _____
 - Off Duty / Off Pay _____
→ Check one: 9mo / 10mo / 11mo employee
→ % of employment _____
 - Personal Necessity Leave _____
Personal necessity leave is not to exceed six days (academic) and eighty hours (classified) per year charged to accumulated sick leave, and requires the approval/disapproval of the President (college position) or Vice Chancellor (District office). County Counsel opinion states "Personal necessity leave cannot be a matter of personal desire or convenience, rather, the word 'necessity' connotes an aspect of compulsion by circumstance.
- Includes:** Floating Holiday, Military Leave, Community Service Leave (management and approved positions only); Jury Duty (attach supporting form and check for paid services), Bereavement Leave (include relationship to deceased), Personal Business Leave (requires signature and approval of the President for College positions or Vice Chancellor for District positions); Worker's Compensation Leave (Sick Leave will be charged for a Workers' Comp. absence that is not an approved absence, this may be either because the absence was not verified with documentation in relation to Workers' Comp. or the claim has been denied) **IMPORTANT NOTE: Do not include Worker's Compensation reporting with any other leave (do a separate form solely for Worker's Comp), or Pay Dock (comp time and vacation time should be utilized before requesting a pay dock).**

ITEMIZE DATES & HOURS ABSENT EACH DAY (Please do a separate form each month)

DATE(S) MO/DT/YEAR	HOURS (rounded to nearest 1/4 hr)	LEAVE TYPE	EXPLANATION (required for PN or 'other')
7/8 - 7/11/19	40	VAC	PREPOST VACATION
<u>7/10/19</u>	<u>30</u>		<u>Revised - only took 3 days</u>
<u>ok J.</u>			
		<u>Tommy Howe</u>	
		<u>1/18/19</u>	
<u>* If employee available</u>			<u>Supervisor/dept must sign date to approve revision</u>

Jenni Jenny 5/1/19
Employee Signature Date

Tommy Tutone 5/2/19
Immediate Management Supervisor Date

MAKE COPIES AS NEEDED PER DEPARTMENT REQUEST
White copy - HR Office via President's Office or Vice Chancellor
Yellow copy - Employee
Pink copy - Immediate Management Supervisor

Signature of President or Vice Chancellor Date
(Required for approval of Personal Necessity or Personal Business Leave)