



YOSEMITE COMMUNITY COLLEGE DISTRICT
Human Resources Operations

CERTIFICATE OF ABSENCE FOR FACULTY

Name of Employee (PRINT LEGAL NAME) Colleague ID #

Dept: Check one: MJC CC Month/Year

Check One: Full-Time Faculty or Adjunct Overload

Sick Leave

- Full Time Faculty (please list the total hours each day PLUS required responsibility hours for that day)
Adjunct Faculty (please list total hours)

Personal Necessity Leave

Other - Specify below

- Bereavement Leave (include relationship to deceased)
Community Service Leave (up to 3 days per academic year)
Judicial & Court Appearance (attach supporting form and check for paid services),
Military Leave (MIL)

Worker's Comp (attach required medical Certification)

Extended Sick Leave (attach required medical Certification)

Pay Dock (for absence not covered under above categories)

Table with 4 columns: DATE(S), HOURS (to nearest .25 hr), LEAVE TYPE, NOTES/COMMENTS. Title: ITEMIZE DATES & HOURS Per Day

Full Time Faculty:

- FT Faculty may elect to use not more than six (6) days per year of unused sick leave for purposes of Personal Necessity leave.

Adjunct/Overload:

- Sick Leave Credit may be utilized for reasons of personal necessity by faculty employed on an hourly basis, at the rate of one (1) for each thirty (30) hours of paid service.

Employee Signature Date

Immediate Management Supervisor Date

Forward signed original to HR Operations. Please make a copy for you records.