



YOSEMITE COMMUNITY COLLEGE DISTRICT
Human Resources Operations

CERTIFICATE OF ABSENCE FOR MANAGEMENT STAFF

Name of Employee _____ Colleague ID # _____
(PRINT LEGAL NAME)

Dept. _____ Check: MJC CC CS Month/Year _____

LIST TOTAL HOURS ABSENT:

Sick Leave _____

Floating Holiday _____

Vacation _____

Personal Necessity _____

Pay Dock _____

Personal Business _____

Other _____

Up to two (2) days of Personal Necessity Leave may be used for absences as a result of personal business.

- Bereavement (include relationship to deceased)
- Community Service (not to exceed 3 days)
- Jury Duty/Court Appearance (attach supporting form and check for paid services)
- Professional Education (Board approval required)
- Personal Leave
- Military

Extended Sick _____

Attach medical certification

Workers Comp _____

Attach medical certification

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	Comments:

Employee Signature _____ Date _____

Immediate Management Supervisor _____ Date _____

Forward signed original to Human Resources Operations.
Please make a copy for your records.