



Hesperia Unified School District

Absence Request – Non Contracted Employees (AB1522)

Certificated **Classified**

Employee Name: _____ Employee SSN # _____
(last 4)

Site/Department/Position _____

Administrator/Supervisor: _____
(An employee shall notify the district of his/her need to be absent as soon as the need to be absent is known, but whenever possible at least two (2) hours prior to the start of the workday to permit the District time to secure substitute service. A substitute employee must first accept an assignment for the day on which he/she is requesting to be absent prior to utilizing available paid sick leave)

Dates of Absence :

From: _____ **Number of Hours Absent:** _____

To: _____ (A minimum of two hours)

Type of Absence Requested: (Check One)

Please enter AESOP Conf# or Site Approver's Name

<input checked="" type="checkbox"/>	SL	Sick Leave
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AESOP Conf#	
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A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5) for the diagnosis, care or treatment of an existing health condition of, or preventative care for, the employee or his/her family member as defined in Labor Code 245.5.

PLEASE CHECK THE FAMILY MEMBER

	Self	Sick Leave			(Biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stand in loco parentis, regardless of age or dependency status)
	Parent	(Biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child)		Spouse	
	Partner	Registered domestic partner		Grand-parent	
	Grandchild			Sibling	

*I understand that if I do not have any of the above time available in my specific leave bank, I will not be paid for the hours indicated. **By signing below, I certify the above absences to be true and correct.***

Employee Signature _____
Date

Administrator Approval

Approved
 Denied
 After the Fact

Site Approver Signature _____
Date

THIS FORM MUST BE TURNED IN TO _____ WITHIN 7 DAYS OF ABSENCE