

# Mt. San Jacinto Community College District

## ABSENCE REQUEST AND REPORTING FORM

FOR STUDENT WORKERS, PROFESSIONAL EXPERTS, TEMPORARY AND SUBSTITUTE EMPLOYEES

NAME: \_\_\_\_\_

EMPLOYEE #: \_\_\_\_\_

(Located on your pay stub)

DEPARTMENT / CAMPUS: \_\_\_\_\_

DATES AND HOURS OF SICK LEAVE REQUESTED / BEING REPORTED: \_\_\_\_\_

(Example: 2/8 Mon. 4.00 hrs Sick, 2/10 Wed. 2.00 hrs Sick)

Daily work schedule REQUIRED (indicate the days and times employee is scheduled to work):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total wkly hrs
Example:		8:00 – 12:00	9:00 – 1:00	9:00 - 1:00	8:00 – 12:00			16

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### INSTRUCTIONS:

[AB 1522](#)

1. All leaves shall be requested or reported using the Absence Request and Reporting form, as updated by the Payroll Department. For legibility, DO NOT USE PENCIL TO SIGN THE FORM.
2. Unexpected absences due to illness must be reported to the supervisor. On the first day back-to-work, an Absence Request and Reporting Form must be submitted to the supervisor for approval and signature. The form will need to include the date(s) of sick leave, hours used, and the employee's weekly schedule. After the form has been completed and signed, the form must be attached to your timesheet and sent directly to the Payroll Department for processing.
3. Note: STUDENT, TEMPORARY, AND SUBSTITUTE EMPLOYEES MUST INDICATE THE HOURS USED FOR SICK LEAVE ON THEIR TIME SHEET. (Example: Under appropriate date(s) on timesheet, list "4s" if 4 hours of sick leave were used.) Sick leave cannot be used in increments of less than two (2) hours.
4. Employees who work for 30 or more days in a year (which runs from the first date of employment) will be entitled to paid sick leave.
5. The employee begins earning the leave from the first day of employment, but may not use the leave until 240.0 hours have been worked or until the 90<sup>th</sup> day.
6. Labor Code section 245, et seq., requires employers to grant one hour of paid sick leave for every 30 hours worked.
7. The District will limit accrual to 48 hours or six days in a year.
8. Unused days are carried over at only 24 hours or three days per fiscal year. Employees are not entitled to payment for unused leave when employment ends, but if an employee is reemployed within one year, unused leave must be reinstated.
9. The leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or an employee's family member. The following family members are covered by the law [Healthy Workplaces, Healthy Family Act of 2014 (**AB 1522**)]: child (regardless of age and dependency status), parent, spouse, registered domestic partner, grandparent, grandchild, and sibling.