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REQUEST FOR LEAVE OF ABSENCE (PSL-W010)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction is used to process the leave of absence form/application that is used to allow an employee to go out on a leave of absence at Sacramento City Unified School District.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Analyst
- 2.2 Recruitment and Selection Specialist

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 Leave of Absence—Absence for a period of but not limited to three months or more.
- 4.2 Request for Leave of Absence Certificated and Classified Form/application--District form that employee fills out when they would like to take a leave of absence from the district (LOA).
- 4.3 Monthly Absence report of regular employees: legal sized document generated for each site listing all employees who work at site for every month of the fiscal year. All Absences for the employee are documented on this report and then submitted to the personnel department. This document is signed by the site administrator and this signature makes the document official.
- 4.4 Document(s): Not limited to but include doctor's notes, registration of classes, court documents.
- 4.5 PA—Personnel Analyst
- 4.6 Director—Human Resource Services Director
- 4.7 SCUSD—Sacramento City Unified School District
- 4.8 HRS--Human Resource Services Department
- 4.9 Bargaining Units—SEIU, CSA, UPE, SCTA, CONF, NON-REPRESENTED MANAGEMENT, and TEAM.
- 4.10 Classified I—All employees that fall under the Service Employees International Union, Local 790 (SEIU) contract.
- 4.11 Classified II—All other employees such as Confidential, Classified Supervisors Association (CSA), Teamsters (TEAM.)
- 4.12 Certificated—All credentialed employees under Sacramento City Teachers Association (SCTA), United Professional Educators (UPE).
- 4.13 Management—Coordinators, Directors, Administrators, Non-represented Management.

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4.14 Escape System—Software and program used to maintain and that holds all of the transactions made on all district employees' employment record(s).

4.15 Iron Mountain – Storage facility that warehouses the Human Resource Services personnel records

### 5.0 WORK INSTRUCTIONS:

5.1 PA receives from employee or work site a phone call, email or letter and/or absence report with the absences of the employee and/or request for leave of absence from the employee.

5.2 PA contacts the employee by phone and/or mail to notify employee of their eligibility for a leave of absence.

5.2.1 PA finds out what type of employee they are: Classified I, Classified II, Certificated, and Management.

5.2.2 PA reviews appropriate contract to determine the rules and guidelines for that type of leave that the employee is requesting.

5.2.2.1 Most employees are under a bargaining unit and there are guidelines within each bargaining unit that specify the type and length of time an employee can be out on a leave. (See bargaining unit contract that coincides with the employee type.)

5.2.3 When employee is contacted, verify the type of leave by asking the employee what is the reason for the leave such as, but not limited to, illness, personal reasons, educational.

5.2.4 Determine eligibility and years of service with the district:

5.2.4.1 Log into the personnel module in Escape and select Access Methods

5.2.4.2 Select Person Locator and select the <Enter> key

5.2.4.3 Type in the employees name and/or social security number and select <F3> and select <Enter> key twice

5.2.4.4 Select the <Alt> key and select Lists

5.2.4.5 Under Lists, select Positions; All of the employee's current and past positions are listed under this section

5.2.4.6 PA determines by the years of service if employee qualifies and the bargaining unit for LOA qualification.

5.2.4.7 PA determines if the employee has taken an LOA in the past because there is a limit to the number of LOA's that an employee is allowed to take per their bargaining unit.

5.2.4.8 PA verifies the employee's current status and years of service in the Escape system to determine eligibility.

5.3 If the employee has submitted the Request for Leave of Absence Certificated and Classified Form, verify if the employee has put the beginning dates, signatures and/or attached the necessary documents for the specified leave.

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- 5.3.1.1 If the work site administrator's signature is missing, PA faxes over to the work site for the administrator signature.
- 5.3.1.2 Once the LOA is signed by the work site administrator, PA give to HRS Director for signature and for approval.
- 5.4 If district employee has not filled out a request for leave of absence form, a request for leave of absence is mailed to the employee after contacting the employee along with the Request to go on leave information form (check-off list.)
- 5.5 Once the Request for Leave of Absence Certificated and Classified Form is received and date stamped and the sections above (5.2 through 5.3) have been answered and established, determine if the leave is going to be paid or unpaid.
  - 5.5.1 If the absence is due to illness, employee is allowed to use their sick leave time; refer to the bargaining unit for guidelines.
  - 5.5.2 If the absence is due to but not limited to personal reasons, educational, it is unpaid.
  - 5.5.3 Union leave and Visiting Educator leaves may be paid or unpaid.
- 5.6 Leave request is given to Analyst for further processing (See PSL-P009 and/or PSL-P010.)
- 5.7 Analyst gives leave request to Personnel Technician and employee's position tracking record is updated with the leave information (See PSL-W009.)
- 5.8 Once the employee returns from leave, he/she will need to fill out a returning from leave form.
  - 5.8.1 This is processed in the same format as sections 5.3 above.
- 5.9 Leaves are processed as they are submitted to the HRS.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Request for Leave of Absence Form. (PSL-F004)
- 6.2 Doctor's statement or required documents for the type of leave requested.
- 6.3 Monthly Absence report for regular employees. (PSL-F009)
- 6.4 Bargaining Unit Contracts.
- 6.5 Leave of Absence Request Checklist. (PSL-F094)
- 6.6 Returning from leave form. (PSL-F0095)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Medical Notes	Binders at PA desk	Three years	Iron Mountain	Access limited to PA and/or HRS
LOA form and		Scanned into	Discard as	Access limited to

