

Empl ID:       Name (Last, First, Middle): \_\_\_\_\_

Certificated  
 Classified

School or Dept: \_\_\_\_\_

Location No.: \_\_\_\_\_

Subject, Grade or Position Assigned: \_\_\_\_\_

**Check Reason for Paid Leave Request:**

- Paternity/Adoption (Procedure No. 7138)
- Bereavement (Procedure No. 7140)
- Annual Military Training Duty (Procedure No. 7146)  
**Attach Orders**
- Jury Duty (Procedure No. 7144)  
**Attach Notice of Jury Summons and Time Slips**
- Court appearance as witness or other than litigant (Proc No. 7142)  
**Attach Subpoena**  
**Note:** If court appearance is as a litigant, Personal Emergency Leave may be requested.

FROM:   A.M.  P.M.  
FROM DATE TIME

THROUGH:   A.M.  P.M.  
TO DATE TIME

No. of Days: \_\_\_\_\_ Hours/Day\*: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
\*8 hours/day = Full time assignment

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

DATE \_\_\_\_\_

**Full Explanation:** \_\_\_\_\_

**Approval Required:**

Approved  Disapproved

\_\_\_\_\_  
Signature of principal or department head

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIMEKEEPER SIGNATURE \_\_\_\_\_

DATE ENTERED IN TIME & LABOR \_\_\_\_\_

**Timekeeper Instructions:**

- Report Paternity with **PAT** Time Reporting Code  
-If this TRC is not available in Time and Labor for this employee, the employee is not eligible for this type of paid leave.
- Report Adoption with **ADOPT** Time Reporting Code  
-If this TRC is not available in Time and Labor for this employee, the employee is not eligible for this type of paid leave.
- Report Bereavement with the **BRV** Time Reporting Code  
-In the Comments field in Time and Labor, enter the relationship to the employee and the location (state) of the funeral.  
-Refer to your bargaining unit contract for the number of days allowed for bereavement leave.  
-Additional days may be requested as Personal Emergency leave.
- Report Military Training Duty with the **MIL** Time Reporting Code  
-This should only be used for short-term military leave up to 30 days. Any long-term (unpaid) military leave requests should be entered on the Long-Term Leave of Absence Request (Unpaid) form.  
-It is the timekeeper's responsibility to require/verify/file the military orders. Do not send them to Payroll.
- Report Jury Duty with **JUR** Time Reporting Code  
-It is the site timekeeper's responsibility to require/verify/file the Notice of Jury Summons and courthouse time slip for hours worked.
- Report Court Appearance Subpoena Witness with **CRT** Time Reporting Code  
-It is the site timekeeper's responsibility to require/verify/file the subpoena.  
-If the court appearance is as a litigant for a district case, Personal Emergency may be requested.

**Do not send this form or any required documentation regarding short-term paid leave to Payroll.  
Site is responsible for tracking this.**