



## SPECIAL ABSENCE REQUEST

Pursuant to 2018-23 Collective Bargaining Agreement between SPEED and The SPEED Educational Association and SPEED Board Policies The employee's principal or supervisor is the Superintendent's designee.

**FMLA – Do not use this form – USE FMLA Form**

- ☐ **Personal Days Before and After Holidays** “The use of personal leaves for one (1) day prior to or following legal holidays (i.e., legal holidays defined as: Federal and State designated and included in the adopted school calendar of SPEED and/or its housing districts) shall be granted only at the discretion of the SPEED Superintendent.”
- ☐ **Unpaid Leave of Absence** “Except as otherwise provided by the Family Medical Leave Act, an employee with at least one (1) year of seniority credit may apply for and the Governing Board, in its sole discretion, may grant an unpaid leave of absence for a period not to exceed the balance of the current school year. Any employee who would/will be employed elsewhere in any manner during the leave in any function related to professional duties at SPEED shall so state in her/his application.”
- ☐ **Extended Bereavement Leave** “At the discretion of the Superintendent, each employee shall receive three (3) days per year for the purpose of bereavement leave, with the option to request two (2) additional days for a maximum of five (5). There shall be no loss of accumulated sick leave.”
- ☐ **School Visitation Leave** An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.
- ☐ **Jury Duty** Attach a copy of the Jury Duty Notice with this form. Employees who are required to serve on juries shall suffer no loss of pay or benefits. – *approval not required*
- ☐ **Child Bereavement Leave** A maximum of 10 unpaid work days for eligible employees allowed for (1) attendance at the funeral of his or her child; (2) making arrangements necessitated by the death of the staff member's child or (3) grieving the death of a staff member's child. The leave must be completed within 60 days after the employee received notice of the death. In the event of the death of more than one child in a 12-month period the leave may be extended up to a period of six-weeks.

**Employee Name** \_\_\_\_\_ **Position** \_\_\_\_\_ **Program** \_\_\_\_\_

**Date(s) Absent** \_\_\_\_\_ **Total Days requested** \_\_\_\_\_ **Total days approved** \_\_\_\_\_

**Relationship to Deceased** \_\_\_\_\_

**Additional Explanation** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**HR only: Processed: by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copies: Employee, Supervisor, HR file**