



# CBAPP ABSENCE REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Begin Date	End Date	Start Time	End Time	Duration	Absence Type

Comments, if needed:

**Approved** **Not Approved**

Employee Signature: \_\_\_\_\_

## Absence Types – Descriptions

\*The descriptions outlined below are highlights for your reference. It is recommended that you refer to the contract that you fall under. [Click here to find your bargaining agreement contract.](#)

### Sick- Self

There is no maximum accrual for sick leave and with your supervisor's approval, the following absences can be covered under sick leave if you have accrued the time. Your own dental, eye or other physical or medical examination/treatments by a licensed practitioner; and your own illness, injury or disability related to pregnancy. Medical documentation may be required if this sick time goes beyond 5 consecutive days.

### Sick- Family Care

There is no maximum accrual for sick leave and with your supervisor's approval, illness or injury in the immediate family can be covered under sick leave if you have accrued the time.

### Sick – Bereavement

You may supplement the allowed 5-day bereavement leave of absence by using your accrued sick time with your supervisor's approval.

### Vacation

With your supervisor's approval, you are paid for vacation time taken. Requests are to be made at least 30 days in advance; occasional exception possible at the supervisor's discretion.

### Personal Holiday

You are entitled to one full day off that is paid. A personal holiday cannot be divided into hours; it can only be taken as a full day off. **If the holiday is not taken within the calendar year, it is forfeited.**

### Bereavement/Funeral

You have a five (5) day leave of absence with pay for each death in the immediate family. Immediate family includes: employee's spouse or domestic partner, parent, grandparent, grandchild, child, child-in-law, sibling, parent's sibling, stepchild or stepparent of the employee, spouse or domestic partner, and close relative or persons residing in the immediate household of the employee (except domestic employees or roomers) and any minor children or incapacitated individuals for whom the employee has primary responsibility or legal guardianship or conservatorship.

### Jury Duty

You can serve on jury duty and receive your regular salary.

### Dock

If all paid leaves have been exhausted and additional time is taken it is unpaid time off.

### University Business Travel

If your job description requires you to travel or if you travel for personal development, you can be paid for the time that you travel, however it must be requested with approval.

### Other

Use comment box to briefly specify why "Other" is being selected such as CTO.

**Family Medical Leave.** [See required documents.](#)

**Parental Leave** (formerly called Maternity/Paternity/Adoption Leave) [See example of required documents.](#)