

**CERTIFICATED BARGAINING UNIT REQUEST FOR LEAVE OF ABSENCE-  
GLENDALE UNIFIED SCHOOL DISTRICT**

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Position/Title: \_\_\_\_\_

I request leave for the following purpose (check one):

_____ 1.	Health Leave (CBA, Section 3)	_____ 9.	Opportunity Leave (CBA, Section 12)
_____ 2.	Optional Unpaid Pre-Childbirth Leave (CBA, Section 4a)	_____ 10.	Jury Duty and Court Appearance Leave (CBA, Section 13)
_____ 3.	Pregnancy – Childbirth Disability Leave (CBA, Section 4b)	_____ 11.	Study Leave (CBA, Section 15)
_____ 4.	Child Care Leave (CBA, Section 4d)	_____ 12.	Travel for Educational Purposes (CBA, Section 16)
_____ 5.	Parental Leave (CBA, Section 4e)	_____ 13.	Legislative Leave (CBA, Section 17)
_____ 6.	Home Responsibility Leave (CBA, Section 9)	_____ 14.	Conference Leave (CBA, Section 18)
_____ 7.	Family and Medical Care Leave (CBA, Section 10)	_____ 15.	Military Leave (CBA, Section 21)
_____ 8.	General Purpose Leave (CBA, Section 11)		

If you are unsure which box to check, please state the purpose of your leave: \_\_\_\_\_

Date leave is to begin: \_\_\_\_\_

Expected duration of leave: \_\_\_\_\_

**TO THE EMPLOYEE:** Where applicable, the granting of leaves of absence is subject to the provisions of the relevant collective bargaining agreement and Board Policies. **Approved leaves will also be credited, as appropriate, to mandatory leave periods defined by federal and state law, e.g., FMLA, CFRA, and PDL.**

- (1) The District may request additional information deemed necessary to process and verify this request.
- (2) Completed application forms must be submitted to Human Resources within timelines **specified in the certificated collective bargaining agreement and/or board policies.**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor approving leave: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR DISTRICT HUMAN RESOURCES OFFICE PURPOSES ONLY</b>	
_____ Approved _____ Not Approved _____	Signature HR
Date approved by board: _____	
Leave Designation: _____	