

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**AUXILIARY**  
**REQUEST FOR LEAVE OF ABSENCE**

(See procedures at bottom of this form)

**EMPLOYEE PLEASE COMPLETE THIS PORTION**

NAME

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

M.I.

Requested Leave Dates: \_\_\_\_\_ through \_\_\_\_\_ for a total of \_\_\_\_ days or hours. (Circle one)

**Type of Leave Requested** Requests for Leave of Absence must be approved prior to departure on leave with the exception of bereavement and certain personal necessity leaves. For an explanation of each leave, the employee should consult the appropriate employee handbook.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Personal Leave Without Pay       | <input type="checkbox"/> 5. Bereavement Leave (state relationship of deceased) |
| <input type="checkbox"/> 2. Personal Necessity Leave*        | <input type="checkbox"/> 6. Military Leave (copy of orders required)           |
| <input type="checkbox"/> 3. Jury Duty                        | <input type="checkbox"/> 7. Family Care Leave**                                |
| <input type="checkbox"/> 4. Pregnancy and Child Care Leave** | <input type="checkbox"/> 8. Disability Leave**                                 |

Please give reasons for leave checked: \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Approved  Disapproved \_\_\_\_\_

Signature of Supervisor

Approved  Disapproved \_\_\_\_\_

Signature of Director

**\*FOR PERSONAL NECESSITY LEAVE, PLEASE READ CAREFULLY**

The employee's signature verifies compliance with stipulations that the absence is for reasons beyond the employee's immediate control and not for purposes of personal convenience or for a situation created by the employee.

Submit form to Director of GCCCD Auxiliary.

**PROCEDURES**

1. Requests for Leave of Absence forms are available on the GCCCD Auxiliary website.
2. The requesting employee should complete the form and obtain appropriate signatures.
3. Forms must be complete and submitted to Director of GCCCD Auxiliary as soon as the required signatures have been obtained.
4. For extended leaves, Board of Directors of the GCCCD Auxiliary approval must be received prior to beginning date of leave.