

# REQUEST FOR USE OF SICK/BEREAVEMENT LEAVE

(FOR OTHER THAN AN EMPLOYEE'S OWN PERSONAL ILLNESS, INJURY OR SERIOUS HEALTH CONDITION)

**EXCEPT FOR EMERGENCIES, REQUESTS FOR USE OF SICK/BEREAVEMENT LEAVE MUST BE MADE IN ADVANCE OF THE LEAVE DAY(S).**

To request the use of sick/bereavement leave (for other than an employee's own personal illness, injury or serious health condition), please check the appropriate leave category and reason and submit to your building principal/supervisor. Each leave request will be sent to the Superintendent or his/her designee for approval/disapproval.

## SICK LEAVE USE

The number of days underneath this provision is limited to eight (8) sick leave days per fiscal year (July 1 through June 30).

<b>C H E C K  O N E</b>		a.	Illness or injury of the employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a disability as set forth in Wisconsin Administrative Code section PI 11.02(2) and §115.76(5), Stats.
		b.	Serious health condition of a spouse, child, domestic partner, parent, sibling, grandchild or for those whom the employee has direct responsibility. This category shall apply equally to relatives whether by blood or marriage.
		<i>Relationship:</i>	
		c.	Medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled work hours.
		d.	Legal matters that cannot be scheduled outside of the employee's regularly scheduled work hours. (Does not include jury duty – contact District Office for jury duty procedures.)
		e.	Unavoidable emergency home repair (Acts of God).
		f.	Graduation of child, spouse, or self from college or high school (one day per event).
		g.	Weddings (one day per event for self or child).
		h.	Honor ceremonies for the employee's immediate family (two events per year/maximum of two days).
		i.	Other emergencies not specified above.
	<i>Describe:</i>		

## BEREAVEMENT/FUNERAL LEAVE USE

For bereavement and/or funeral leave purposes, the employee will access their sick/bereavement leave days. Employees shall be granted up to five (5) days per occurrence with a maximum of three (3) occurrences per fiscal year. Exceptions to the maximum may be granted by the Superintendent on a case by case basis.

Funerals
<i>Relationship:</i>

Date(s) of Absence _____	Requested by _____
Time Absent (if partial day) _____	Date Requested _____
Principal _____	Substitute _____

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**FOR DISTRICT OFFICE USE ONLY**

Superintendent/Designee _____	_____ Approved	_____ Not Approved
	Salary Deducted: _____ Yes	_____ No

**SUBMIT A COPY TO THE DISTRICT OFFICE AFTER APPROVAL BY SUPERVISOR**