

LAKE TAHOE COMMUNITY COLLEGE

Non-Academic Monthly Absence Report

EMPLOYEE NAME (PRINT)		EMPLOYEE ID#	MONTH/YEAR
NO LEAVE		(Please check box if no leave was taken)	
ABSENCE	TOTAL NUMBER OF HOURS	DATE(S)	REASON (Required for PNL and Other Leave)
VACATION (VL) <small>Vested time 6 months of employment. Must be accrued prior to use.</small>			
SICK LEAVE (SL) <small>Illness, injury, quarantine, and employee's doctor appointments</small>			
PERSONAL NECESSITY LEAVE (PNL)			
NECESSARY PERSONAL BUSINESS (NPB)			
COMPENSATORY TIME OFF (CTO)			
LEAVE WITHOUT PAY (LWOP) <small>(Submit an approved form to V.P. Admin Services in advance)</small>			
FAMILY MEDICAL LEAVE ACT (FMLA) <small>(Submit an approved form to Human Resources in advance)</small>			
FAMILIES FIRST CORONAVIRUS RESPONSE ACT'S EMERGENCY PAID SICK <small>(April 1, 2020 through December 31, 2020)</small>			
OTHER LEAVE (OL) <small>(i.e. Bereavement Leave, Industrial Accident, Military leave, and Jury Duty)</small>			
Employee Signature			Date
Reviewed by			Date
Supervisor Signature			Date

Instructions

- Monthly Absence Reports are submitted to payroll once signed by supervisors on the last working day of each month.
- Monthly Absence Reports are submitted to payroll and must contain original signatures.
- A Monthly Absence Report is required for each employee even if no leave was used during the month (check box.)
- Employees are expected to obtain prior approval for absences where required by their supervisor and in accordance with Board policy, chapter 5.
- LWOP is also recorded on the Monthly Absence Report and submitted to payroll in advance on a LWOP form with appropriate approvals.

Leave Categories & Definitions

- The following definitions of various leave options are abbreviated. Additional information is available in reference Board Policy, chapter 5.

Vacation	Vacation leave must be accrued prior to use (no advance use). (Board Policy Ch. 5.06, §K1.) Earned vacation shall not become a vested right until completion of the initial six (6) months of employment (Education Code section 88197 €
Sick Leave (paid)	May be used for illness, injury, quarantine or any other condition causing disability (Board Policy Ch. 5.06, §K.2.)
Additional Sick Leave	After exhaustion of paid sick leave, employee may be eligible for additional sick leave compensated at 50% of the employee's salary (Board Policy Ch. 5.06, §K.3.)
PNL (Personal Necessity Leave)	<p>A classified employee may elect to use up to seven (7) days of accumulated sick leave annually for the following purposes (Board Policy Ch. 5.06, §K.7.):</p> <ul style="list-style-type: none"> § Attendance at the funeral of close relatives not living in the immediate household. § Accident involving the employee's person or property or the person or property of a member of his/her immediate family.* An accident would involve an unforeseen tragedy or act of destruction. § An illness of a member of the employee's immediate family* serious in nature which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during his assigned hours of service. § A voluntary appearance in court as a litigant or a witness. § Any unexpected event involving damage or injury to personal property, which has crucial significance for the employee and his/her immediate family.* The aftermath of fire, flood, falling objects and burglary are examples. Such circumstances shall be reported by the employee to that person's supervisor without delay so that verification to the Business Office will occur within the next payroll period. § Not more than three (3) days each Academic year may be used by each classified employee without loss of pay to conduct necessary personal business (NPB) which cannot be accomplished during hours outside of the regular work schedule. § Hazardous weather conditions making it impossible or imprudent to report to work.
Bereavement Leave	May be used for absence due to a death in the immediate family.* Paid leave is not to exceed 3 days (5 days if one-way travel in excess of 200 or 300 miles accordingly is required). (Board Policy Ch. 5.06, §K.6.)
Industrial Accident/ Illness	Absence due to accident or illness arising directly out of or in the course of employment, as determined by Human Resources through the Workers' Compensation process (Board Policy Ch. 5.06, §K.5.)
Military Leave	Granted and compensated in accordance with the Military & Veteran's Code §389 and §395. (Board Policy Ch. 5.06, §K.13.)
Jury Duty and Witness Leave	Paid leave for officially summoned jury service or if served a subpoena to appear as a witness (not a litigant). Attach official court summons. Full pay is in effect provided jury or witness fees are assigned to the District. (Board Policy Ch. 5.06, §K.15.)
Compensatory Time Off (CTO)	Accrued leave must be used within 6 months of accrual. Prior approval for use is the same as vacation leave. (Board Policy Ch.5.07,§C.3.)
Leave without pay (LWOP)	Submit an approved form BSD2.14 (Classified Employee Request for Leave Without Pay) to Fiscal Services in advance of any LWOP taken. (Board Policy Ch. 5.06, §K.16.)
Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Overview	<p>Emergency Paid Sick Leave From April 1, 2020 through December 31, 2020, any employee can take Emergency Paid Sick Leave as follows:</p> <p>(a) Employees are entitled to two-weeks of Emergency Paid Sick Leave at their regular rate of pay if they are unable to work or work remotely for the following reasons: (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. (b) Employees are entitled to Emergency Paid Sick Leave at two-thirds of the employee's regular rate of pay if they are unable to work or work remotely because: (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order as described in subparagraph (1) or has been advised as described in paragraph (2). (2) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. (c) Emergency Paid Sick Leave terms: (1) Leave taken as Emergency Paid Leave is in addition to any other leave accrued and does not accrue beyond two-weeks of an employees average number of hours per week. Unused leave does not carry over for any employees.</p> <p>Please contact HR for further information.</p>
Family Medical Leave Act (FMLA)	Unpaid leave up to 12 weeks with maintenance of health benefits (Board Policy Ch. 5.06, §K.14.)

* Immediate family is defined as mother, father, guardian, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.