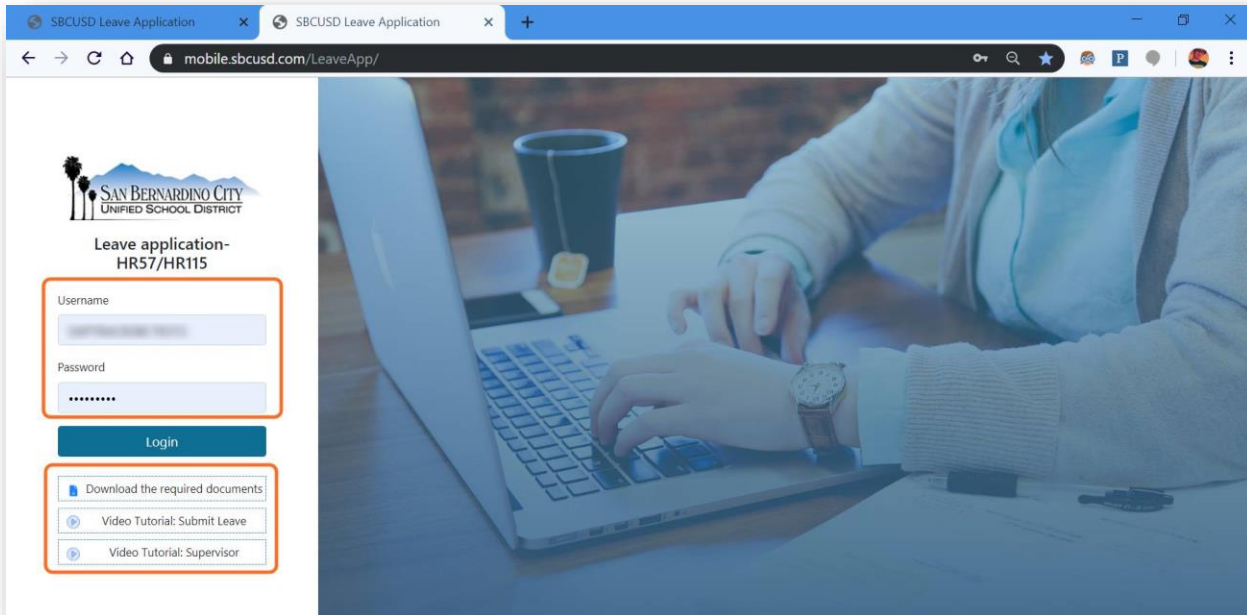


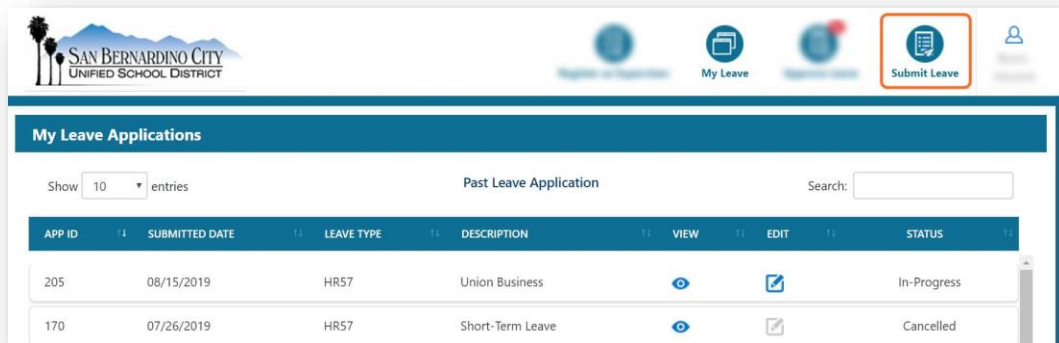
Login

1. Username – FirstNameLastName
2. Password – District password(used to login to your system/desktop every morning, sign in to outlook email)
 - a. **Contact IT** if you are not able to use your District username/Password.



Submit

1. Click on Submit Leave (Icon)



2. Fill the required information

- a. Start-End date
- b. Hours/Days
- c. Type of Leave
- d. Attachment(if required)
- e. Select your Supervisor – type name/department to narrow down the search list
- f. Select checkbox > * Read FMLA/CFRA
- g. Select checkbox > * I certify under penalty of perjury that the foregoing, including all attachments, is true and correct.
- h. Click SUBMIT button

Apply Leave - HR57

Instructions: Submit one application per leave type. Progress to your leave request is always available for status. Leaves may be granted in accordance with the terms of your bargaining agreement and applicable State and Federal laws. Consult Article XIV of the California School Employees Association (CSEA) agreement or Article III of the San Bernardino School Police Officers Association (PSA) agreement for terms governing each type of leave.

Reason: Extended Previous Approved Leave Hours: 0:00 Months: 12MO From Date: MM/DD/YYYY To Date: MM/DD/YYYY Starting: HOURS Days

(Part A) Personal Necessity From Part A and Part B Not to Exceed Seven (7) Days Per School Year (Deducted from available sick leave)
(*Reason must be explained below)
 Reason other than immediate family member.
 Addressed crisis involving the employee's property, or the person or property of a member of the immediate family.
 Care of a member of the immediate family, including pregnancy of spouse.
 Imminent danger to the home occasioned by flood, fire, etc.

(Part B) Personal Necessity for Personal Business
 CSEA members may take up to 20 days (PSA members may take up to four (4) annual personal necessity days for personal business. Submit form to the unit members/immediate supervisor three (3) workdays in advance of requested leave date, except where such advance notice is not possible due to circumstances beyond your control. (Not to be used for recreation, engaging in other employment, either direct or indirect employee organizational activity, work stoppage, strike or other concerted activity directed against the district or any illegal activity).)

Labor Code 233 Not to exceed sick leave earned in a six (6) month period. (Deducted from available sick leave)
(*Reason must be explained below)
 Labor Code 233 (illness of a parent, child, spouse, or domestic partner).

Other Leaves

<input type="checkbox"/> Bereavement	<input type="checkbox"/> Stress Leave	<input type="checkbox"/> Military Leave
<input type="checkbox"/> PSCA/Fitness Leave	<input type="checkbox"/> Care of Absence (Without Pay)	<input type="checkbox"/> Sertific Leave
<input type="checkbox"/> Family Leave (Without Pay)	<input type="checkbox"/> Long-Term Sick Leave	<input type="checkbox"/> Short-Term Leave (Without Pay)
<input type="checkbox"/> Unpaid Leave (With Pay)	<input type="checkbox"/> Military Campaign (Without Pay)	<input type="checkbox"/> General Leave AS2399
<input type="checkbox"/> Domestic Violence Incident Leave	<input type="checkbox"/> Military Family Qualifying Supervisor (Without Pay)	<input type="checkbox"/> Union Business

Attach File (if required)

Attachment 1: No file chosen Attachment 2: No file chosen Attachment 3: No file chosen

Explain Reason for Leave Request (Please provide the date of birth, adoption, foster care and/or non-parental guardian placement):
Remaining Character: 132

Supervisor:

I hereby certify acknowledgment that I have been informed of my FMLA/CFRA rights and benefits.
 I certify under penalty of perjury that the foregoing, including all attachments, is true and correct.

Signed: Current Date: 08/26/2019

SBCUSD Online Leave Application
SUBMIT

Example – Critical Illness

The screenshot shows the 'Critical Illness Leave' form. The 'Reason for Leave' section includes a text box for 'Name / Relationship *'. The 'Attach File(s)' section has a 'Choose File' button. The 'Explain Reason for Leave Request' section has a large text area with a character count of 132. The 'Supervisor' section has a dropdown menu. At the bottom, there are two checkboxes for certification, a 'Signed:' field, a 'Current Date: 08/26/2019' field, and 'Submit' and 'Cancel' buttons.

Select Supervisor: **Type Name/Department** to narrow down Supervisor list.

The screenshot shows the 'Supervisor' dropdown menu open. The search bar contains the text 'information'. The dropdown list shows the following options: 'Wright, Cecil - INFORMATION TECHNOLOGY', 'Robertson, Jason - INFORMATION TECHNOLOGY', 'Johnson, John A - INFORMATION TECHNOLOGY', and 'Tu, Mike - INFORMATION TECHNOLOGY'. The 'Submit' and 'Cancel' buttons are visible at the bottom right of the dropdown.

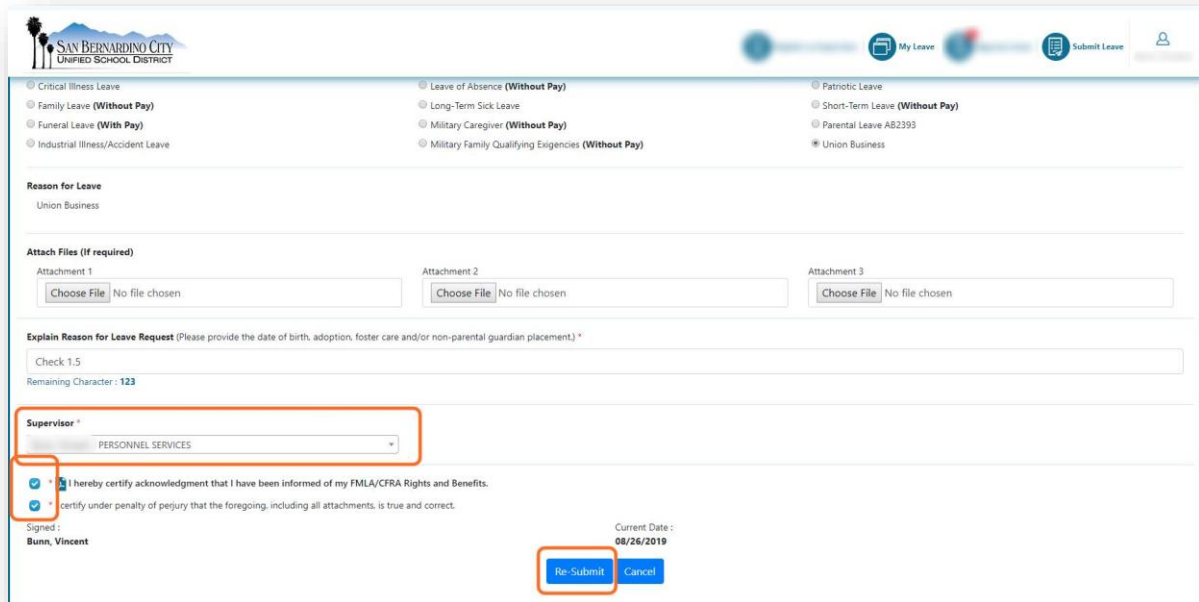
SBCUSD Online Leave Application
SUBMIT

Edit

1. Click **My Leave** (icon)
2. Select **Edit** (icon)—to edit your application



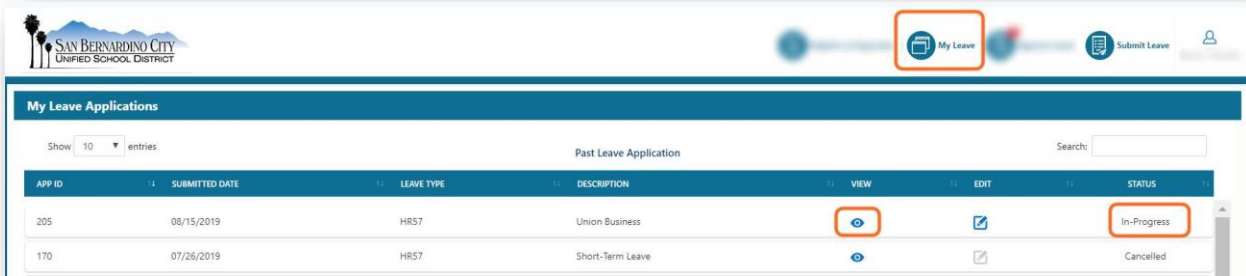
3. Make changes>Select your supervisor>Click on the checkboxes>Re-submit



SBCUSD Online Leave Application
SUBMIT

View

1. Select **My Leave** (icon)
2. Click on the **View** (icon) of the application



3. Find the current status of your application

