

Name→			
Employee ID Number→ <small>(Banner ID can be found on Pay Stub-- 9 digits, i.e. @00000001)</small>	@	Department→	
<i>COSTA Master Agreement, Article XII.</i>	Request for (Check One): ↓		
	<input type="checkbox"/> Sick Leave [12.2] <input type="checkbox"/> Bereavement Leave [12.4] Relationship: _____ <input type="checkbox"/> California <input type="checkbox"/> Out of State <input type="checkbox"/> Personal Necessity Leave (State reason in space provided) [12.8] <input type="checkbox"/> Personal Business Leave (As per COSTA agreement) [12.8.8] <input type="checkbox"/> Other (Jury Duty [12.10]) (Qualified division member coverage, [12.12.4])		
Reason for requesting leave if other than Sick Leave→			

Dates Taken→		Number of Days→	
Office hours rescheduled?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

List classes missed for each day of absence. ↓					
<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>

Signature of Employee		Date	
Dean		Date	

For Office Use Only	
<i>See COSTA Master Agreement Article XII for information on Sick Leave deduction.</i>	
Regular Sick Leave Deduction	
Excess Sick Leave Deduction (for overload classes)	