
From: Buguey Carolanne
Sent: Monday, February 29, 2016 8:11 AM
To: Raymond Shannon
Subject: RE: Paid Admin Leave Form

From: sraymond@sandi.net [mailto:sraymond@sandi.net]
Sent: Tuesday, February 23, 2016 1:11 PM
To: Buguey Carolanne
Subject: Paid Admin Leave Form

Here is the PAL form in Google Docs.

If you have trouble viewing or submitting this form, you can [fill it out in Google Forms](#).

Paid Admin Leave Form

Your sandi.net username will be recorded when you submit this form.

* Required

Certificated/Classified *

- [X] Certificated
- [] Classified

Employee ID *REDACTED

Last Name *Teachworth

First Name *Martin

Location *LJHS

Job Title teacher

Date of Action *2-29-16

[Month \] [Day \] [2016 \]

Action Required * PAL

- [] Return to Service- The unit member has provided the proper documentation in order to return to service.

- UNPAID ADMINISTRATIVE LEAVE: The unit member will be out on extended absence (unpaid administrative leave). Unit member has been removed from usual site for timekeeping. Employee status to remain Active/Reassign to Human Resources cost center. HR will report absences as they occur (Confidential Administrative II)
- UNPAID ADMINISTRATIVE LEAVE: The unit member has been directed not to report for duty (unpaid administrative leave) due to noncompliance with credential requirements. Employee status is (short term) active. Site reports absence as Unpaid Administrative Leave.
- PAID ADMINISTRATIVE LEAVE- SHORT TERM: The unit member has been directed not to report for duty (district assigned paid administrative leave). Employee status is (short term) active. Site reports absence as Paid Administrative Leave (PAL).
- PAID ADMINISTRATIVE LEAVE- LONG TERM: The unit member has been directed not to report for duty (district assigned paid administrative leave). Employee status is (Long term) active/reassign to location ____ and status is Leave with Pay. No absences reported.
- PAID ADMINISTRATIVE LEAVE- PENDING INVESTIGATION
- Other

If other please explain.

If assigned to another location enter it here.

Send me a copy of my responses.

[Review and Submit]

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