



South Orange County Community College District  
CLASSIFIED STAFF  
PERSONNEL TRANSACTION FORM

Employee Name: \_\_\_\_\_

Employee Position/Job Title: \_\_\_\_\_

Employee Service Area:  District  Irvine Valley College  Saddleback College

Date(s) of Absence: From \_\_\_\_\_ Through \_\_\_\_\_

Time (hours, if applicable): From: \_\_\_\_\_ To: \_\_\_\_\_

REASON FOR ABSENCE:

- Vacation Leave**
- Compensatory Time**
- Convenience Leave** - (charged to sick leave)
- Personal Necessity Leave** - (charged to sick leave). To be requested two (2) days in advance. If advance notice cannot be given, it shall be made as soon as possible. Personal necessity leave is defined in the CSEA Contract.
- Conference Attendance** - (excused - attach Conference Request)
- Excused Absence** - (without loss of pay - BP-4077)
- Medical/Dental Appointment** - (charged to sick leave)
- Bereavement Leave** - Relationship to Deceased: \_\_\_\_\_  
 Three (3) days, or  Five (5) days if travel exceeds 300 miles one way in California or if travel is outside of California
- Jury Duty** - Attach Jury Notice
- Military Leave** - Attach Copy of Military Orders
- Maternity Leave** - (charged to sick leave) - Attach Physician's Off-Work Order
- Parental Leave** - (unpaid leave of absence)
- Personal Leave** - (without loss of pay) - Up to five (5) days annually shall require the approval of the President for college personnel and the Chancellor for district personnel; more than five (5) days requires Board approval (BP-4077.2). (Attach request)

OTHER PERSONNEL TRANSACTIONS:

- Retirement** - Attach Employee's Letter
- Resignation** - Attach Employee's Letter
- Other** - Tab down and briefly explain below - 2 lines only (200 characters maximum):

Employee's Signature: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Distribution:  
1 copy to Supervisor  
1 copy to Human Resources  
1 copy to Employee