

JAMP Special Education Services

\_\_\_\_ Sick Day                      \_\_\_\_ Workshop/Conference  
\_\_\_\_ Personal Day                \_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_ Funeral Day (please identify relationship, referring to JEA contractual  
clause at bottom of page) \_\_\_\_\_

Days/Dates absent: \_\_\_\_\_

Employee signature \_\_\_\_\_

Please return by mail or FAX this completed form to JAMP Office (Attention: Judy) on the day you return to work.

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***JEA Collective Bargaining Agreement Article IX, Section 9.3 Funeral Leave states:  
"Up to five (5) days annually will be allowed for funeral leave for immediate family. Immediate family is defined as parents, grandparents, spouse/domestic partner, children, step-children, grandchildren, brothers, sisters, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces, and nephews."***

***When taking a day to attend a funeral of someone who is not covered under this clause the employee should use a personal day.***