

APPENDIX D

<u>Form Number</u>	<u>Form Name</u>
D-1	Employee Information Form
D-2	Form W-4 is available only online at http://www.irs.gov/
D-3	Form I-9 is available only online at http://www.uscis.gov/
D-4	Sample letter Agreement for Exempt Employees
D-5	Sample letter Agreement for Non-Exempt Employees
D-6	New Hire Checklist
D-7	Child Abuse Reporting Acknowledgment Form
D-8	Performance Review
D-9	Time and Accrual Record
D-10	Record of Paid Time Off for Exempt Employees
D-11	Mileage Reimbursement Request
D-12	Out of Area Travel Request form
D-13	Employee Request for Leave of Absence
D-14	Employee Military Leave Notice
D-15	Diocesan Application
D-16	Form DFEH 185 is available only online at http://www.dfeh.ca.gov/res/docs/publications/DFEH-185.pdf
D-17	Integration of State Disability Insurance (SDI) and Sick Leave
D-18	Employee's Pre-designation of Personal Physician
D-19	The FMLA form is available online at http://www.edd.ca.gov/pdf_pub_ctr/de8714cf.pdf
D-20	Policy of Expectations and Guidelines for Ministry to Minors
D-21	Supervisor Checklist for Terminating Employees
D-22	Chancery Request to Hire form
D-23	Confidentiality Agreement
D-24	Employee Disciplinary Action form
D-25	Employee's Statement Supporting Request for Family Leave
D-26	Certification of Health Care Provider Supporting Request for Family or Medical Leave
D-27	Definition of a Serious Health Condition
D-28	Employer Response to Employee Request for Pregnancy Disability Leave, Intermittent Leave or Reduced Work Schedule
D-29	Employer Response to Employee Request for Family and/or Medical Leave (FMLA/CFRA) [Not pregnancy related Disability Leave]
D-30	Certification of Health Care Provider Supporting Request for Pregnancy Leave or Transfer
D-31	Request for Leave of Absence or Reduced Work Schedule for Family/Medical Reasons
D-32	Physicians Release to Return to Work
D-33	Cemetery and Funeral Allowances for Clergy and Employees
D-34	Job Description Template
D-35	Request for Alternative Work Week