

## PERSONAL NECESSITY LEAVE

1. A confidential employee may use his/her regular illness/injury leave for cases of personal necessity for a maximum of seven days per fiscal year.
2. Personal necessity leave shall be limited to circumstances that are serious (emergency) in nature and/or that the employee cannot reasonably be expected to disregard; and/or that necessitate immediate action; and/or that cannot be taken care of after work hours or on weekends; and/or as approved by the superintendent or his/her designee. Each request for such leave shall be evaluated on an individual basis.
3. Employees desiring to use Personnel Necessity Leave shall secure prior approval from the superintendent or his/her designee, following District procedures, within a minimum of three (3) days of the start of the leave unless an unforeseen circumstance which calls for immediate action makes it impossible.
4. Employees shall not be required to receive advance permission for Personal Necessity Leave taken for: death or serious illness of a member of his/her immediate family; accident involving his/her person or property, or the person or property of a member of his/her immediate family. In such cases, however, employees shall be expected to make every reasonable effort to contact the District.
5. Employees returning from Personal Necessity Leave must submit an appropriate absence statement, in accordance with District procedures.
6. Personal Necessity Leave shall not include items such as social obligations, recreational activities and personal business, including, but not limited to occupational investigation, shopping, etc. In the event of a reduction in force (layoff), those employees who are so affected may use Personal Necessity Leave for occupational investigation.
7. If request for personal necessity leave is denied, an employee may appeal the denial to the Director, Personnel Services. The director's decision shall be final.