

**PERSONAL NECESSITY LEAVE**

- A. A classified employee may use not more than six (6) days per year of regular illness/injury leave for cases of personal necessity.
- B. 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.
- C. Employees desiring to use personal necessity leave shall secure prior approval within three days of the start of the leave from the administrative staff, in accord with district procedures.
- D. Employees shall not be required to receive advance permission for personal necessity leave taken for: death or illness of a member of the immediate family; accident involving the employee or the employee's property, or the person or property of a member of the immediate family. In such cases, however, employees shall be expected to make every reasonable effort to comply with district provisions designed to secure adequate substitutes.
- E. Employees returning from personal necessity leave must submit an appropriate absence statement, in accord with district provisions.
- F. Personal necessity leave shall not include items such as social obligations, occupational investigation, recreational activities, personal business, work stoppage and other concerted activities.
- G. 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.