

OXNARD SCHOOL DISTRICT

1051 South A Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

**Request for and Verification of use of**

**Personal Necessity Leave (OEA)**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Pursuant to Article VI, subsection Personal Necessity Leave, of the Agreement between the Oxnard School District and the Oxnard Educators Association, I hereby request to use the following day(s) for reasons of personal emergency or necessity [date(s)]:

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The specific purpose is as follows: (Please check appropriate box)

[ ]  a. Death or serious illness of a member of my immediate family, another relative, or of a close personal friend.

[ ]  b. Accident involving my person or property or the person or property of a member of my immediate family.

[ ]  c. Appearance in court at a litigant, as a witness, or other absence required under official government order or direction.

[ ]  d. Professional improvement such as registration for courses in recognized educational institutions, the taking of graduate or other examinations or tests that could not be taken at other times. This provision does not include attendance at classes or lectures that are available at other times that would not conflict with the unit member’s obligations to the District.

[ ]  e. Business transactions of an urgent nature. Such transactions must require the presence of the unit member and the unit member must furnish evidence or certify that the transactions could not be dealt with during off-duty hours.

[ ]  f. Individual or family responsibilities. Absence of this type would include but not be limited to: illness of the immediate family\*. Problems related to property, graduations, and weddings involving self or immediate family, necessary appearance of self or member of immediate family in court or other governmental agency but not under court order or official government order or direction.

[ ]  g. Acceptance of an honor such as a diploma, degree, or special award from a recognized educational institution or governmental agency or generally recognized community organization.

\*Please note: For purposes of this Personal Necessity Leave, immediate family is defined as mother, step-mother, father, step-father, grandmother, grandfather, or a grandchild of the unit member or the spouse of the unit and the spouse, son, son-in-law, daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, or sister-in-law, of the unit member, or any relative, domestic partner or significant other living in the immediate household of the unit member.

Additional Information: The District may request the unit member to provide additional information such as identifying the member of the immediate family, requiring the unit member to produce the subpoena, order to appear in court, or letter from an attorney, physician, or legal agency to verify the need to be present at a specific time. The specific personal or confidential details need not be stated.

Except for reasons (a) and (b) above, the unit member must notify his/her immediate supervisor before utilizing personal necessity leave. Under all circumstances, a unit member shall verify, in writing on the day returning to work that the leave was used only for the purposes set forth in (a) and (b) above. The leave shall be unpaid if utilized for purposes other than stipulated.

I hereby notify that I intend to use the above-stated Personal Necessity Leave for the following reason(s). (Not required for a. and b. above.)

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Date:

 Signature of Unit Member

Date:

 Signature of Unit Member’s Immediate Supervisor