

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 (OSSA)**

Pursuant to Article 11, subsection 11.3, of the Agreement between the Oxnard School District and the Oxnard Supportive Services Association, I hereby request to use the following day(s) for reasons of personal emergency or necessity [date(s)]:

, 20

The charges of such absences to the unit member’s accumulated sick leave shall be subject to approval by the Superintendent or designee. Absences which may be charged to the accumulated sick leave under section 11.3 include but are not limited to the following categories: (Please check appropriate box)

1. Death of a member of my immediate family, another relative, or of a close personal friend.

2. Accident involving my person or property or the person or property of a member of my immediate family.

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

4. 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, etc. This provision does not include attendance at classes or lectures that are available at other times which would not conflict with the unit member’s obligations to the District.

5. 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.

6. 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, 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.

7. 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 the unit member’s child, parent, spouse or domestic partner.

Additional Information: Each unit member who elects to charge an absence for a “personal necessity” against the sick leave shall notify his/her immediate supervisor in writing of the appropriate category, and when practicable, prior to the absence.

I hereby notify that I intend to use the above-stated Personal Necessity Leave for the following reason(s):

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Date:

Signature of Unit Member

Date:

Signature of Unit Member’s Immediate Supervisor