



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

REQUEST FOR PERSONAL NECESSITY LEAVE

Personal Necessity Leave is administratively approval for the following reasons

CLASSIFIED SUPERVISORY UNIT

EACH SUPERVISORY CLASSIFIED EMPLOYEE IS ENTITLED TO 7 DAYS OF PERSONAL NECESSITY LEAVE PER SCHOOL YEAR
APPROVED PERSONAL NECESSITY DAYS ARE DEDUCTED FROM SICK LEAVE

1. Death of a member of the family (in addition to days allowed under Classified Bereavement Leave) mother, mother-in-law, father-in-law, sister, brother, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, or any relative living in the immediate household.
2. Accident involving an employee's person or property, or the person or property of a member of the family.
3. Appearance in court, as litigant, or as a witness under an official order.
4. Participation in funeral services of a close personal friend.
5. Sudden or serious illness or accident in the immediate family.
6. Attending the funeral of a relative other than immediate family.
7. Major religious holiday. (2 days per year)
8. Paternity. (1 day)
9. Personal business (2 days per year) No reason required.

PLEASE COMPLETE THIS FORM AND RETURN TO THE HUMAN RESOURCE DEPARTMENT WITHIN 15 DAYS OF ABSENCE. CIRCLE THE NUMBER FROM THE ABOVE REASON FOR PERSONAL NECESSITY LEAVE ENTITLEMENT.

NAME _____ SCHOOL/DEPT _____

DATE OF ABSENCE _____

REASON/CLARIFICATION _____

SIGNATURE OF EMPLOYEE _____ DATE _____

APPROVED

DENIED

SIGNATURE _____ DATE _____
ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES