



TUSD/TEA Joint Communique



FAQ for Personal Necessity Leaves

Among the most common questions both TEA and Personnel Services receive from certificated employees are related to the use of Personal Necessity leave. The following is an attempt to clarify the use of Personal Necessity leave.

How many days can I take off for Personal Necessity?

You are allowed up to seven (7) days of accumulated sick leave for personal necessity purposes per school year for qualifying events.

Is there a definition for Personal Necessity leave?

The agreement between TEA and TUSD defines PN as follows (Article 7.7.1):

“... Personal Necessity Leave shall be limited to circumstances that are serious in nature and that the bargaining unit member cannot reasonably be expected to disregard, and that necessitate immediate attention, and cannot be taken care of after work hours or on weekends.”

When can I use Personal Necessity?

<u>Allowed</u>	<u>Not Allowed</u>
Extension of Family Illness or Bereavement	Extension of: Weekends, Holidays, Vacations, Extended Wedding Celebrations
Accident	Recreational Purposes
Paternity	Participation in any Declared or Undeclared Work Stoppage
Adoption	Protests
Religious Holiday	Purposes Other Than Those Stated on the Leave Request Form
Imminent Danger to Home(s)	
Court Appearance (not jury duty)	<i>*If your situation is not listed, please call Personnel</i>
Meeting as Elected Public Official	
Meeting of Appointed Officials	
Situations of a Highly Personal Nature	
Attend School Activities of Unit Member’s Child(ren)	
Participant in a Wedding (not an attendee)	

What is a “J-Day?”

A “J-day” is myth. It was and no longer is a TUSD term for Personal Necessity. The origin of the term comes from the back of the old leave card that is no longer in use.

Do I have to notify my administrator?

Advance notice is required when taking PN, except in the case of an emergency (Article 7.7.3.2).

Who approves Personal Necessity?

Personnel Services approves PN leaves. You are required to notify your administrators, but they are not authorized to approve leaves.

If you are not comfortable sharing the reason why you need to use this particular leave with the District, it will be a TEA representative who contacts you.

Can I Use Personal Necessity for travel or recreation?

No.

I want to take a day or maybe a week off for travel/recreation—what are my options?

Contact Personnel Services to discuss options.

Historically, the District has approved taking unpaid leave for short periods to participate in events that come up during the school year and don’t qualify for allowable paid leave.

Additionally, there are often cases where combinations of both PN and unpaid leave are granted. A common request is to extend a qualifying PN event, such as serving as part of a wedding party (other than the bride or the groom). Generally, travel days and the day of the wedding would qualify for the use of PN, however, extending time off for recreation or other festivities would be unpaid leave.

I want to take time off for my own wedding and/or honeymoon—can I take PN days?

Generally, no, since you have control over scheduling. Check with TEA or Personnel in advance.

My child’s school district’s calendar does not align with the breaks in TUSD’s calendar. Can I take PN days for child care?

No.

Can I use PN if my pet is sick and needs emergency care?

Yes, if you cannot take care of the situation outside of work hours, you may use PN leave. It does not qualify for sick leave or emergency family illness.

All other types of leave:

Certificated employees have a variety of paid and unpaid leave options, which are defined in Article 7 of the collective bargaining agreement, available at the following link: [Article 7](#)