

PERSONNEL – Series 4000

4400 MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.5 Personal Necessity Leave

- A. A probationary or permanent employee, with advance approval whenever possible from the immediate supervisor, may use up to ten days per fiscal year from the employee's accumulated sick leave for reasons of personal necessity. If advance approval is not possible, the employee must notify the immediate supervisor as soon as such need is known, in order to receive compensation while absent on personal necessity leave.
- B. The leave benefits provided by this rule may be used only for the following reasons:
 - 1. diagnosis, care, or treatment of an existing health condition of, or preventive care for a member of the employee's family as defined in Labor Code 245.5;
 - 2. death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by Bereavement Leave provisions;
 - 3. death of a close personal friend or of a member of the employee's family not included in the definition of "immediate family" in Bereavement Leave;
 - 4. an accident involving the employee or the employee's property or the person or property of a member of the employee's immediate family;
 - 5. appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other official order;
 - 6. observance of an organized religious holiday, event, or activity with a maximum of five days per fiscal year; or
 - 7. matters related to adoption/paternity.
- C. Members of the "immediate family" shall mean the employee's own parent, stepparent, grandparent, grandchild, or that of the employee's spouse or domestic partner; or spouse, domestic partner, child, child-in-law, stepchild, sibling, or sibling-in-law of the employee or any relative living in the immediate household of the employee.
- D. **Personal Compelling**
An employee may use up to a maximum of five (5) of the ten (10) Personal Necessity days of the employee's accumulated sick leave during each fiscal year for reasons of a compelling nature for which no alternative other than absence is available to the employee.
- E. The employee shall be required to obtain approval, on a prescribed form, for absence due to a personal necessity or personal compelling need as defined above.

References:

Labor Code 246.5

Education Code 44981

Education Code 45207

Approved:
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Dec. 1, 1975
Aug. 27, 1987
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