

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE REPORT OF PERSONAL NECESSITY LEAVE

The employee shall request personal necessity leave three (3) working days in advance, except in cases of emergency.

Date _____

Absentee Name _____

Employee # _____

Dates of Absence _____

Total Hours Absent: _____

Reason for Absence: Article 11.9.1 Classified Contract Section

- .1 A serious accident involving the employee's person or property or the person or property of a member of his/her immediate family.
- .2 An illness of a member of the employee's immediate family which is of a serious nature.
- .3 Appearance in court as a litigant or as a witness under official court subpoena.
- .4 Any unexpected event involving damage or injury to personal property which has crucial significance for the employee or his/her immediate family.
- .5 The death of a member of the employee's immediate family when additional leave is required beyond that provided in Section 11.2
- .6 An employee may submit a request to his/her immediate supervisor to use this leave for other reasons.
- .7 A unit employee shall be entitled to use one (1) day of personal necessity leave for circumstances that are serious in nature which cannot be expected to be disregarded, which necessitates attention and which cannot be dealt with during off-duty hours. This day cannot be denied.

Explanation of Absence: _____

Name of Substitutes, if any _____

Signature of Absentee _____

Signature of Principal or (Superintendent (.7 only)) _____

Distribution: White – D.O.; Yellow – Supervisor; Pink – Employee
Revised 04/09

A-102b

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