## 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 Class	sified Contract Section
.1 A serious accident involving the employee's person or property or the person or pr	operty 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 n	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	ve for other reasons.
.7 A unit employee shall be entitled to use one (1) day of personal necessity leave for be disregarded, which necessitates attention and which cannot be dealt with during	
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       Yellow – Supervisor;	A-102b
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Revised 04/09