

Appendix F

Certificated Employee Personal Necessity/Comp Day Leave Request Form

Request Date: _____ Site/Department _____

Employee Name: _____

Leave Date(s) Requested: _____

Leave Type: ☐ Personal Necessity ☐ Comp Day

REASON: _____

Substitute Name (If Sub Required) _____

Employee's Signature

Principal's Signature

☐ **Approved**

☐ **Denied**

ARTICLE 18: PERSONAL NECESSITY LEAVE

18.1 Every teacher shall be entitled to use seven (7) days of his/her paid sick leave allotment during each school year in case of personal necessity.

18.1.1 A teacher shall be required to obtain advance permission via email or Personal Necessity Leave form from immediate supervisor at least three (3) calendar days prior to use Personal Necessity Leave, in all cases except those listed below:

18.1.1.1 Death or illness of a member of his/her immediate family.

18.1.1.2 Accident, involving his person or property, or the person or property of a member of his/her immediate family.

18.1.1.3 Appearance as a witness in court under subpoena or as a litigant if prior notification is presented to the Site Supervisor or Human Resources Department.

18.1.2 A teacher may use two (2) days of Personal Necessity Leave for confidential reasons upon prior written notification. Notification of the leave must be provided via email or Personal Necessity Leave form [Attached as Appendix E] to the immediate supervisor at least three (3) calendar days in advance except in cases of emergencies. Such leave may not be used for the following:

18.1.2.1 Political activities or demonstrations.

18.1.2.2 Association activities.

18.1.2.3 Vacation, recreation or social.

18.1.3 Personal Necessity Leave may be used for generally recognized religious observances.

18.1.4 A form, prepared by the District and approved by the Association, shall be used by the bargaining unit members for the purpose of notifying the Personnel Office of the utilization of Personal Necessity Leave. Said form shall be filed within a reasonable time upon the return of the unit member in accordance with Sections 18.1.1 and 18.1.2 above.