



Central Unified School District

Human Resources Department • 4605 N. Polk Avenue • Fresno, CA 93722 • (559) 274-4700 • www.centralunified.org

Request for Personal Necessity NQA Leave
In Conformity with
Article 10 of CSEA Bargaining Unit Agreement and AR4261.2 Personal Leaves

Date: _____

To: Supervisor

From: _____
Name (Print)

XXX – XX- _____
SSN

Job Title

Site/Department

I, _____, request to use my Personal Necessity/NQA. *No reason required.*

I plan to be on off work from _____ to _____.

I request to use the **number** of following days:

_____ PN/NQA days _____ Unpaid Leave Dock days (**HR must approve any unpaid leave**)

Employee's Signature

Date

Approved Not Approved

Supervisor's Signature

Date

For Human Resource Use Only re: Unpaid Leave Requests

Approved Not Approved

Administrator, Human Resources & CWA

Date