



Central Unified School District

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

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

Date: \_\_\_\_\_

To: Supervisor

From: \_\_\_\_\_ XXX – XX- \_\_\_\_\_  
Name (Print) SSN

\_\_\_\_\_  
Job Title Site/Department

I, \_\_\_\_\_, request to use my Personal Necessity.

Reason: \_\_\_\_\_

I plan to be on off work from \_\_\_\_\_ to \_\_\_\_\_.

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

\_\_\_\_\_ PN 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