

**CLASSIFIED REQUEST FOR ABSENCE DUE TO PERSONAL NECESSITY**

NAME: _____ Date(s) of Absence: _____

Classified: _____ Total Hours Absent: _____ (Not to exceed annual sick leave accrual)

I request personal necessity leave in advance as required by Board Policy. The reason for my absence is due to: (**Circle one letter below**)

- A. Death of a member of employee's immediate family when leave is required beyond that provided by bereavement leave as stated in Education Code (advance permission shall not be required).
- B. Accident involving employee's property or the person or property of any other member of the employee's immediate family. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard and require the attention of the employee during his assigned hours of service (advance permission shall not be required).
- C. Appearance in court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction. The employee must return to work in cases where it is not necessary for him to be absent the entire day. Each date of necessary attendance under such order, other than the date specified in the subpoena, shall be certified to by the clerk or other authorized officer of a court or other official of a body with jurisdiction. In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the District.
- D. Illness of a member of the employee's immediate family (as defined), serious in nature, which under circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during his assigned hours of service (advance permission shall not be required).
- E. The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.
- F. Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which, under the circumstances, the employee cannot reasonably be expected to disregard and which requires the attention of the employee during his assigned hours of service.
- G. When the employee is unable to get to work as a result of an emergency which creates a hazardous driving condition between the employee's home and place of work.
- H. Personal Business – The amount of an employee's Annual Accrual of Personal Necessity leave per fiscal year may be classified as Personal Business and not require any explanation as to how it will be used. The unit member shall give the District twenty-four (24) hours advance notice when possible to use such leave.

Personal Necessity Leave is not authorized for business related to an auxiliary income, extension of a holiday or vacation or for any other unlawful purpose.

I certify this request meets the requirements for use of earned days of absence within the limits defined by Board Policy and Administrative Regulations.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

NOTE TO EMPLOYEE: Submit your request as far in advance as possible but no later than 24 hours in advance of your absence. Employee signature on this form following emergency personal necessity leave authorized under Board Policy 4261. Sections 1A, 1B, 1D, 1F or 1G certifies the fulfillment of Policy requirements for all use of personal necessity leave. **In addition to filing this request, all employees are required to call in their absence.**

Distribution: District Office Payroll Department and Copy attached to Monthly Attendance Summary

7/2/25