

PERSONAL NECESSITY LEAVE REQUESTS

1. Seven days per year of accumulated sick leave may be used as personal necessity leave. Reasonable notice in advance (except as noted below) is required, for an employee to use personal necessity leave, and approval of the leave must be obtained prior to the leave payment being processed.

Requests for personal necessity leave should be submitted on the leave request form currently in use at each location. Sufficient information should be provided to provide the basis for approval. Personal necessity leave is not intended for vacation use.

Permission for leave to be taken shall not be required for unforeseeable emergencies such as:

- a. A death or serious illness of a member of the immediate family.
- b. An accident involving person or property or the person or property of a member of the employee's immediate family.

If all personal necessity leave has been exhausted the employee will have the option of using vacation leave or unpaid leave.

2. The following circumstances qualifying an employee for use of personal necessity leave should be considered when evaluating requests for personal necessity leave:
 - a. Attendance at funerals of friends and relatives not provided by Education Code 87788.
 - b. Personal legal business or governmental business which cannot be conducted during non-working hours.
 - c. Interviews for enrollment or appearance for oral or written examinations at educational institutions.
 - d. Other circumstances upon submission of evidence to the President, Chief Human Resources Officer, or appropriate supervisor, that absence from regular duties is necessary.

Education Code 87764, 87784, 87788,
88194, 88198, 88207
United Faculty Agreement, Article 12
Public Employees Union, Local 1, Article 9