

Administrative Regulation

Classified Employees, Personal Necessity Leave for

In the event of a personal necessity, each regular classified employee shall be granted paid leave of absence to attend to events which are 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 work, subject to the following conditions:

- A. Any days used as personal necessity leave shall be deducted from the employee's sick leave balance.
- B. The total number of days allowed in any one fiscal year shall not exceed seven regular work days.
- C. The employee shall use only that amount of time necessary to adequately alleviate the emergency.

Events justifying personal necessity leave for an employee:

- A. Death of a member of his/her immediate family when additional leave is required beyond that provided in the bereavement leave policy, or death of a close relative who is not a member of the immediate family
- B. An accident involving his/her personal property or the person or property of a member of his/her immediate family
- C. Appearance in court as a litigant or witness under subpoena
- D. Incapacitating illness of a member of his/her immediate family
- E. Imminent danger to the employee's home, occasioned by an event such as earthquake, flood, or fire
- F. Medical or dental appointments for preventative health reasons which cannot be scheduled during other than work hours

- G. Other occasions the employee cannot reasonably be expected to disregard until other than work hours

The employee shall notify his/her supervisor at least seventy-two hours in advance of taking such leave, unless an emergency makes such notice impossible.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement of this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.

Ref: EC Section 45207
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