

**PERSONAL NECESSITY LEAVE: ADMINISTRATIVE PERSONNEL**

Personal necessity leave may be utilized by administrative personnel for the following reasons:

1. Accident or emergency involving the person or property of the administrator or a member of the immediate family;
2. Appearance in court as a litigant or as a witness under an official oath;
3. Medical condition, birth, serious illness, and/or surgery in the immediate family;
4. Bereavement;
5. Religious holiday;
6. One-time special situations involving the administrator or member of the immediate family;
  - a. Graduation
  - b. Special honors
  - c. Military
  - d. Marriage
7. Education - registration, consultation, and examination;
8. Necessary business leave. (Prior approval of supervisor is required);
9. Acts of God.

Definitions:

Immediate family - the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, current brother-in-law, or current sister-in-law of the employee, or any relative of the employee who is a member of the immediate household of the employee.

Necessary business leave is defined as that leave which is not social or recreational in nature and cannot be conducted after the work day. Prior approval of the supervisor is required.

Reference: Education Code Sections 45194. 45207

Regulation approved: July 23, 1979; September 12, 2000