

PERSONAL NECESSITY LEAVE: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL

1. Immediate family is defined to include 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.
2. Emergency illness is defined as an illness which occurs suddenly and without warning and which requires the services of a physician.
3. Critical illness is defined as an illness of such a serious nature as to require hospitalization and the presence of the employee is deemed necessary for the patient's well-being and/or legal consultation.
4. Surgery is defined as surgery which requires the use of anesthesia and the presence of the employee is deemed necessary for the patient's well-being and/or legal consultation.
5. Authorized absence leave is defined as that leave which is not social or recreational in nature and cannot be conducted after the school day or on Saturday. Listed below are the approved absences which are authorized. The employee must notify his/her supervisor, as early as possible, of the necessity to utilize leave.

Authorized absences:

- a. Religious holidays
 - b. Bereavements – other than immediate family
 - c. One-time special situations involving the employee or for members of the immediate family, such as, but not limited to:
 - (1) Graduation
 - (2) Special honors
 - (3) Military
 - (4) Marriage
 - d. Births – immediate family
 - e. Medical – immediate family
 - f. Education for employee – registration, consultation and examination
 - g. Acts of God
6. Necessary business leave is defined as that leave which is not social or recreational in nature and cannot be conducted after the school day. Prior approval of the supervisor is required.

The immediate supervisor will be notified of emergency use of personal necessity leave. In all other cases the supervisor will be consulted regarding the need to use this leave.

Fullerton Joint Union High School District
AR 2662.5(b)

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 or sister 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 54194, 45207

Regulation approved: September 19, 1978; September 12, 2000; January 12, 2010