

**PERSONAL NECESSITY LEAVE: CERTIFICATED EMPLOYEES**A. Purpose

Personal Necessity Leave may be utilized by an employee who has sufficient unused sick leave credit for circumstances which cannot be dealt with during off-duty hours and that are serious in nature, that is which cannot be expected to be disregarded and/or which necessitate immediate attention.

B. Eligibility

An employee who has sufficient unused sick leave credit is eligible to request Personal Necessity Leave.

C. Procedure

Employees shall submit a request for Personal Necessity Leave approval on a District-approved form to the immediate administrator normally not less than three work days prior to the beginning date of the leave. The prior approval required for Personal Necessity Leave shall not apply to the following conditions to the extent and only to the extent that prior approval cannot reasonably be requested:

1. Death or serious illness of a member of the employee's immediate family (as defined by the agreement with the Fullerton Secondary Teachers Organization); or
2. Accident involving person or property of the employee or a member of the employee's immediate family.

When prior approval cannot reasonably be requested, the employee shall make every reasonable effort to comply with the District procedures designed to secure substitutes, shall notify the employee's immediate administrator as soon as possible of the reason for and expected duration of the absence, and shall request approval of the absence. An employee may use three days of Personal Necessity Leave per year for personal reasons other than Association or political activity or business enterprise or recreation. Examples for which Personal Necessity Leave may not be used are:

- Political activities or demonstrations
- Vacation, recreation, or social activities
- Civic or organization activities
- Employee association activities
- Routine personal activities
- Occupational investigation
- Work stoppage
- Strike
- Picketing

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Each campus may authorize not more than two such requests each day. Employees shall follow the notice provisions specified above.

D. Requirements

An employee may use not more than seven days per year of accumulated sick leave for purposes of Personal Necessity Leave.

E. Compensation

An employee shall receive full compensation for not more than seven days per year of approved Personal Necessity Leave.

F. Return to Service

Immediately upon return to active service, the employee shall complete the District absence form and submit it to the immediate administrator. The District may request additional verification of the purpose for the use of these leave provisions.

Reference: Education Code Sections 44981, 44985

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