

**PERSONAL NECESSITY LEAVE: CLASSIFIED PERSONNEL**

A. Purpose

Personal necessity leave may be utilized for circumstances that are serious in nature, which cannot be expected to be disregarded, which necessitate immediate attention and cannot be dealt with during off-duty hours.

B. Eligibility

An employee who has sufficient unused sick leave credit.

C. Procedure

1. Employees shall submit a request for personal necessity leave approval on a District-approved form to the immediate supervisor normally not less than three working days prior to the beginning date of the leave. The prior approval required for personal necessity leave shall not apply to the following reasons:
  - a. Death or serious illness of a member of the employee's immediate family (as defined by the agreement with the California School Employees Association, Chapter 82)
  - b. Accident involving person or property or the person or property of the employee's immediate family.
2. When prior approval is not required, the employee shall notify the immediate supervisor of the expected duration of the absence as soon as possible, but no later than one day from the date of absence.

D. Requirements

An employee may use not more than seven days per year of accumulated for purposes of approved personal necessity leave. Examples of reasons for which approval shall not be granted for any Personal Necessity Days are listed below. Each employee may use two days of personal reasons, provided that the reason for the leave is not one of the examples listed below:

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

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- Strike
- Picketing

A. Compensation

An employee shall receive full compensation for not more than seven days per year of approved personal necessity leave.

B. Return to Service

Immediately upon return to active service, the employee shall complete the District time sheet/card and submit it to his her immediate supervisor. The employee shall provide, upon District request, additional verification of the use of these leave provisions.

Reference:

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