

**NOVATO UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONAL NECESSITY LEAVE REQUEST**

To Request Personal Necessity Leave: complete form, sign (employee and supervisor), and send to Human Resources

Full Legal Name (REQUIRED) :		Employee ID #:
Position:	Location:	Date:

PERSONAL NECESSITY LEAVE: Does this request fall immediately before or after recesses or holidays, on designated staff development days, or during the first five (5) days and/or last five (5) days of the work year? If not, you do not have to complete the form. **If yes – (requires committee approval see below)**

Date(s) of PN Leave Request:	Total PN Days:
Reason (for committee approval if applicable):	
** ALL ABSENCES MUST BE ENTERED BY THE EMPLOYEE IN ABSENCE MANAGEMENT **	

Employee Signature (REQUIRED) :	Date:
Supervisor Signature (REQUIRED) :	Date:

Novato Federation of Teachers Contract, 12:3 - Personal Necessity Leave

12:3.1 A certificated employee may use at his/her election during any school year not more than seven (7) days of accumulated sick leave in case of personal necessity without explanation or advance permission. It is understood that Personal Necessity Leave is for instances of personal or professional need and will not be used for recreation/vacation time.

12:3.2 A unit member may use seven (7) days of personal necessity leave except when such days are requested immediately before or after recesses or holidays, on designated staff development days, or during the first five (5) days and/or last five (5) days of the work year. Personal necessity days may not be used for recreation or vacation purposes. The exception to all the above is emergency situations with reason given.

12:3.2a When an employee wishes to use Personal Necessity days before/after holiday breaks/recess, or during the first five (5) days of school or the last five (5) days of school, they may submit a written request to a committee. Reasons would be for extenuating circumstances that warrant a review and permission. This committee would consist of the Superintendent, Human Resources Director and a representative selected by NFT.

12:3.3 The Superintendent or designee has discretion and may require proof of all personal necessity.

12:3.4 **The unit member must request a substitute at least twenty-four (24) hours in advance of intended leave day.** When the number of teachers expected to be absent on a particular day exceeds the number of available substitutes, the District may ask additional teachers requesting personal necessity leave to reschedule their leave. This leave may be taken at any time during the school year except during the first and last five (5) days of the work year.

Rcv'd by Human Resources		
Committee Approval (before/after holiday break; during first/last 5 days of school ONLY)		
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Committee initials:
Reason for denial:		
Staff Results emailed	Date:	Initials: