

NOVATO UNIFIED SCHOOL DISTRICT CLASSIFIED PERSONAL NECESSITY LEAVE REQUEST

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

PER 8:6.2 Advance permission **shall not be required** for leave taken for either of the following reasons:

8:6.2a Death or serious illness of a member of the immediate family, as defined under Bereavement.

8:6.2b Accident or emergency involving the employee's person or property or the person or property of the immediate family.

▶ **If your Personal Necessity Leave falls under these criteria, complete and submit this form upon your return to work**

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

PERSONAL NECESSITY LEAVE: Requires 48 HR Notice to Immediate Supervisor (see below for details)

Does this PN Leave Request fall before/after holiday breaks/recess or during the first five (5) days of school or the last five (5) days of school? NO YES ⇒ (requires committee approval see below)

Date(s) of PN Leave Request:	Total PN Days:
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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:

Per Classified Employee Contract: 8:6 Personal Necessity Leave

An employee may use, at his/her election, during any fiscal year, not more than seven (7) days of accumulated sick leave for personal necessity without explanation **except when such days are requested immediately before or after recesses or holidays.**

It is understood that personal necessity leave is used for instances of personal or professional need and will not be used for recreation/vacation time. The Superintendent or designee has discretion and may require proof of all personal necessity.

8:6.1 Examples of personal or professional necessity include, but are not limited to:

8:6.1a Mandatory appearances in court or for consultation regarding legal matters.

8:6.1b To fulfill the requirements of adoption or guardianship.

8:6.1c To fulfill the requirements concerning the guidance of a dependent such as family therapy or appearances in juvenile court.

8:6.1d Observances of major religious holidays or retreats.

8:6.1e Business appointments where the employee's attendance is required.

8:6.3 The employee shall submit a written notice for personal necessity leave to the immediate supervisor **at least forty-eight (48) hours in advance of the intended leave day.** In emergency situations, where a written notice in advance is not possible, notification by phone will be accepted and written notice will be accepted after the leave.

8:6.3a 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. The committee would consist of the Assistant Superintendent of Human Resources, the CSEA President, and an employee of the District as mutually agreed upon.

FOR HR USE ONLY

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
Reason for denial:		Committee initials:
Staff Results emailed	Date:	Initials: