

ARTICLE 3

LEAVES

3.3 Personal Necessity Leave

- 3.3.1 A unit member may be granted a maximum seven (7) days leave of absence in any school year without loss of pay, in cases of personal necessity. Such leaves shall be deducted from the employee's accumulated sick leave. An Employee Absence Request must be filed.
- 3.3.2 Personal necessity leave specifically does not include any recreational use nor any use related to present or prospective employment. Leave must meet one of the following qualifications:
 - 3.3.2.1 Personal necessity leave request on matters of compelling personal importance which cannot be accomplished other than during the employee's regular assigned working hours, or deferred to a more convenient date or time to accommodate the regular work schedule.
 - 3.3.2.2 Personal necessity leave request due to serious illness or death of a member of the immediate family; an accident involving his/her person or property, or of a member of his/her immediate family; or appearance in court as a litigant or a witness under official order except as a witness adverse to the District or as a litigant in an action adverse to the District.
- 3.3.3 Personal necessity leave must be requested at least five (5) work days in advance and approved by the supervisor, who also reserves the right to verify such request by an appropriate means. The requirement for five (5) work days notification and approval shall not be mandatory if the nature of the personal necessity precludes advance notice or permission or in the case of death or serious illness of a member of the member's immediate family, or an accident involving his/her person or property, or the person property of a member of the unit employee's immediate family.