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 Card must be filed.

3.3.2 Personal necessity leave can be used for matters of compelling personal importance or family business 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.

3.3.3 Personal necessity leave may not be used for vacation or recreational use, outside employment (present or prospective), or appearance in court as a witness or litigant in an action adverse to the District.