

#### 4.4 PERSONAL NECESSITY LEAVE

- 4.4.1 A faculty member may use a maximum of six (6) days leave of absence in any school year without loss of pay for personal necessity. Such leaves shall be deducted from the employee's accumulated sick leave. An Employee Absence Card must be filed.

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.

- 4.4.2 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.
- 4.4.3 The faculty member will notify the appropriate administrator in advance of the need for personal necessity leave. Requests may be subject to verification.
- 4.4.4 In addition to Personal Necessity Leave, faculty members shall be allowed to use up to six (6) days of sick leave per year to attend to the illness of employee's spouse, parent, domestic partner, child, stepchild and domestic partner of the employee.