

PERSONAL NECESSITY LEAVE

Management and confidential employees may use up to eight days per year of accumulated sick leave for personal necessity leave. Personal necessity leave shall be limited to circumstances that are serious in nature which the employee cannot be expected to disregard, in that the circumstances necessitate immediate attention and cannot be dealt with during off duty hours or on weekends. Personal necessity leave shall not include items such as vacation or recreational activities.

Personal necessity leave may be taken for the following purposes:

1. The death of a member of the employee's immediate family when the number of days of absence exceeds the limits provided in the bereavement provision. "Members of the immediate family" as used in this provision means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee or any other person for whom the employee is legally responsible.
2. An accident involving the employee's person, not otherwise chargeable to an illness or injury leave, or to an industrial injury or to industrial illness leave. Such accident must:
 - a. Be serious in nature,
 - b. Involve circumstances the employee cannot reasonably be expected to disregard, and
 - c. Require the attention of the employee during assigned hours of service.
3. An accident involving the employee's property or the person or property of a member of the employee's immediate family as defined in 1. Such accident must:
 - a. Be serious in nature,
 - b. Involve circumstances the employee can-not reasonably be expected to disregard, and
 - c. Require the attention of the employee during assigned hours of service.
4. An appearance of the employee in court as a litigant or a witness under an official order.

PERSONAL NECESSITY LEAVE (continued)

5. An illness of a member of the employee's immediate family as defined in #1, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service.
6. The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.
7. Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during assigned hours of service.
8. Personal emergency financial business that cannot be transacted outside of assigned working hours and that is more than personal convenience or a situation created by choice of the employee.
9. Disabling dental or optical condition, such as broken glasses, which impairs the employee's effectiveness because of the nature of the employee's job with the District.
10. One day with pay may be granted for times necessary for attendance at the funeral of a close relative or in-law,
11. Adopting of a child when the rules and regulations of the adoption agency require the employee's presence. Up to two working days may be utilized for this purpose.

Employees shall submit a request for personal necessity leave on a district approved form to the immediate supervisor normally not less than three working days prior to the date of the leave. Prior approval required for personal necessity leave shall not apply to the following reasons:

1. The death or serious illness of a member of the immediate family.
2. An accident involving the employee's person or property, or the person or property of a member of the immediate family.

However, the management or confidential employee must submit a completed district absence form to the immediate supervisor within five working days after return to duty.

When prior approval is not required, the management or confidential employee shall, notify the immediate supervisor of the expected duration of absence.

PERSONAL NECESSITY LEAVE (continued)

Special Personal Leave

Each management and confidential employee shall be entitled to one working day of leave without pay to accommodate a need for leave not covered by “Personal Necessity Leave” or other leave provisions.

Special personal leave will be subject to prior approval by the immediate supervisor. Within five working days of return to service the employee shall complete a district absence form and submit it to the immediate supervisor.

Bereavement Leave

A management or confidential employee will be granted up to five days for absence on account of the death of a member of the immediate family. The “immediate family” is defined as the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee or any other person for whom the employee is legally responsible. In the event that more time is required, additional days of absence may be provided under the personal necessity leave provision of administrative procedure #614.

A management or confidential employee applying for such leave shall notify the immediate supervisor as soon as possible and state the expected duration of the absence,

All days of absence used under the bereavement leave provisions shall result in no loss of compensation to the employee.

Within five working days after return to active service the employee shall complete the district required leave form and submit it to the immediate supervisor.

Legislative Leave

Any management team member or confidential employee who is elected to a public office requiring absence from district employment, shall be granted a leave of absence without pay from duties as an employee of the district.

During the term of such leave of absence, the employee may be employed by the district to perform such less-than-full-time service for compensation and upon such terms and conditions as may be mutually agreed upon.

Such absence shall not be construed to be a break in service and shall not affect the classification of such employee.

PERSONAL NECESSITY LEAVE (continued)

Within six months after the term of office ends, the employee shall be permitted to return to a position in the district at the salary level to which entitled had the leave not been granted.

Jury Duty Leave

Leave of absence shall be granted to management and confidential employees for the purpose of regularly-called jury duty in the manner provided by law. An employee shall be granted a leave of absence not to exceed the duration of the requirements of the official order for participation and appearance. An employee granted such leave of absence shall be granted district compensation which, when added to jury or witness fees, shall not exceed the employee's regular compensation. The employee will be required to pay the district the amount of fees received for jury duty, excluding travel reimbursement.

When an employee is required to appear in court on behalf of the district, no loss of salary shall be incurred.