

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

Page: 1 of 1

Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

4.232 PERSONAL NECESSITY LEAVE

SECTION 4.232.1 Personal Necessity Leave Procedure

Employee

Makes request to appropriate manager or supervisor in person or by phone.

Upon return to duty, completes form P-9.

Submits physician's statement when required, or other appropriate evidence requested by appropriate manager or supervisor.

School/Department

Appropriate manager or supervisor approves and submits approved P-9 leave form to Personnel Services.