

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference: EC 45207; PC 65.600

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.3 CLASSIFIED PERSONNEL

4.307 PERSONAL NECESSITY LEAVE

SECTION 4.307.1 Personal Necessity Leave

Regulations

1. An employee may use, at his/her election, with the knowledge and approval of the appropriate manager or supervisor, not more than six days per fiscal year of accumulated full-salary sick leave benefits in the following cases of personal necessity or emergency.
 - a. Death of a member of immediate family (see Administrative Procedure, Bereavement Leave).
 - b. Accident involving the employee's person or property, or the person or property of his/her immediate family (mother, father, spouse, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, or grandchild of employee or spouse or any relative residing in the employee's household), of such a nature that the immediate presence of the employee is required during his/her workday.
 - c. Serious or critical illness of a member of the immediate family (as defined above), calling for the services of a physician, and of such a nature that the immediate presence of the employee is required during his/her workday.
 - (1) Advance permission is not required for absences resulting from accident or serious illness of members of employee's immediate family. However, if situation permits, employee shall notify his/her supervisor of intended absence.
 - d. Appearance in court as a litigant, or as a witness under an official order – the employee must return to work if it is not necessary to be absent the entire day. For appearance in court other than as a litigant or as a witness under subpoena, see Administrative Procedure, Court Appearances, including Jury Duty.
 - e. Other approved reasons which involve circumstances beyond the employee's control, unavoidable, and in the nature of compulsion.
2. Verification of Reason for Absence – employee shall submit a signed statement and any additional proof requested by his/her supervisor to substantiate the personal necessity or emergency.
3. Absence for personal necessity or emergency in excess of six days per year, or in excess of accumulated full-salary sick leave days, must be taken as Personal Leave.
4. Limitations
 - a. Personal Necessity Leave – shall not be granted during a scheduled vacation or Leave of Absence.

SECTION 4.307.1 Personal Necessity Leave

Implementation

1. **Employee**

- a. Makes request to appropriate manager or supervisor in person or by phone.
- b. Upon return to duty, completes "Statement of Absence" (P-9) form.
- c. Submits physician's statement when required, or other appropriate evidence requested by appropriate manager or supervisor.

2. **School/Department**

- a. Requests Within Scope of Regulations
 - (1) Appropriate manager or supervisor approves and submits approved "Statement of Absence" (P-9) to Payroll Department.
- b. Requests Which are Questionable
 - (1) Manager/Supervisor – reviews and communicates with employee to obtain any necessary additional information.
 - (2) Manager/Supervisor – submits "Statement of Absence" (P-9) form and additional information to Personnel Support Services, with a recommendation.