

Personal Necessity

Maximum 10 days per year taken from the Sick Leave bank

Eligibility

Parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis

Reasons

Immediate family* illness or medical care

Requires doctor note if 5 or more days or if requested by supervisor

Death of immediate family*, non immediate family, or close personal friend

Immediate family* accident of person or property

Ordered court appearance

Religious holiday, event, or activity (5-day maximum)

Adoption/paternity

Child-related activities
Shall not exceed 8 hrs/mth or 40 hrs/yr

Find, enroll, or reenroll in K-12 school or with licensed child care provider

Participate in activities of K-12 school or licensed child care provider

**Immediate family includes parent, stepparent, grandparent, grandchild or that of spouse or domestic partner, spouse, domestic partner, child, child-in-law, stepchild, sibling, sibling-in-law of the employee or any relative living in the immediate household of the employee*

Personal Compelling

Maximum 5 of 10
Personal Necessity days
per year taken from the
Sick Leave bank

Certificated
&
Classified

Personal use for which no alternative other than absence is available.

**shall not be used for work stoppage, other concerted activities, nor for gainful employment*

**advanced approval when feasible*

**restricted in event of shortage of substitutes*