

**Trinity County Office of Education
Classified Request for Absence**

NAME: _____

Date: _____

Indicate dates of requested absence: _____

Absence is Requested to be taken as follows:

Type of Leave Requested:	Number of Days:
Pregnancy Disability Leave (9.2)	
Floating Holiday	
Leave Without Pay	
Personal Necessity Leave(9.3)(see back)	
Sick Leave(9.1)	
Vacation(5.1)	
Industrial & Accident Illness Leave(9.6)	
Other (Jury Duty (9.5), Bereavement Leave(9.4), N/C)*	

The employee shall request advance permission of personal necessity leave, except urgent situations such as the death or serious illness of a member of the immediate family or an accident involving the employee's person or property or the person or property of a member of the immediate family.(E.C. 44981)

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed absence form to her/his immediate supervisor.

COMMENTS: _____

***My signature verified this request is in compliance with the Personal Necessity Leave section of the CSEA Agreement as detailed above.**

***N/C = Not covered against sick leave**

Signature: _____

Date: _____

Authorized Approval: _____

Date: _____

***9.3 Personal Necessity Leave**

- 9.3.1.** Unit members may use a maximum of ten (10) days of accumulated sick leave in any school year for personal necessity leave for the following purpose:
- (a)** Death of a member of the immediate family when additional leave is required beyond that provided under Bereavement Leave.
 - (b)** Accident, fire, flood, or other immediate danger involving the person or property of the unit member, or the person or property of a member of the immediate family.
 - (c)** Appearance in court or before any administrative tribunal or litigant, party, or witness under subpoena or any order made with jurisdiction, or legal matters involving the adoption of a child.
 - (d)** Personal emergencies which cannot reasonably be expected to be disregarded by the unit member and which necessitate his/her immediate personal attention during assigned duty hours.
 - (e)** An illness of a member of the unit member's immediate family.
 - (f)** For the purpose of non-immediate family bereavement and/or scheduled events involving family members, specifically, school functions, weddings, and graduation one day shall be granted and included within existing personal necessity. This section shall remain the same day the duration of the contract, and will not be subject to negotiations until July 1, 2005.
- 9.3.2.** Unit members may use three (3) days of personal necessity leave without listing the reason. It is the responsibility of the unit member to use personal necessity leave for the purpose set forth above.
- 9.3.3.** For the purpose of this section, "member of the immediate family" is defined as the parent, sibling, grandparent, or a grandchild of the unit member or of the spouse of the unit members, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the unit member, or any person living in the immediate household of the unit member.
- 9.3.4** The employee shall provide a written or email request for personal necessity leave in advance.