



**Sequoia Union High School District**  
Human Resources

## **FREQUENTLY ASKED QUESTIONS RELATED TO LEAVES**

**Q: How do I request a Personal Necessity Leave (certificated/classified)?**

**A:** Please access the Personal Necessity Leave Request Form from the Human Resources page on this website, complete, and turn in to the Principal's administrative assistant for processing.

**Q: How many Personal Necessity days do I get each year?**

**A:** Employees get 7 days of Personal Necessity which gets deducted from each employee's sick leave total. Personal Necessity does not roll over to the next school year, unlike sick days.

**Q: Whom do I contact for Verification of Employment?**

**A:** For Verification of Employment (VOE) please contact April Hoch x22224 in the Human Resources Department. If you are substitute, please contact Katrina Grant x22225.