

SEQUOIA UNION HIGH SCHOOL DISTRICT
Division of Human Resources and Professional Development

CLASSIFIED PERSONAL NECESSITY LEAVE REQUEST

Personal Necessity is intended for an uncontrollable event, expected or not, which must be attended to during duty hours. *It is understood that Personal Necessity Leave is not vacation.*

Examples of appropriate use of Personal Necessity Leave include: death of an immediate family member (as defined in Education Code 44985); accidents involving the employee, the employee's immediate family, or property; appearance in court; medical appointments for the employee's immediate family; important family events (graduations, marriages, etc.), birth or adoption of a child; and for other reasons which may result from an uncontrollable event, expected or not, and which must be attended to during duty hours.

Name	School	Date
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I request leave for Personal Necessity on _____

FULL DAY PART DAY PORTION OF THE DAY

STATEMENT / REASON:

“I certify that the reason for the personal necessity leave is an uncontrollable event that must be attended to during work hours. It is not for the purpose of vacation.”

_____	_____
<i>Employee</i>	<i>Date</i>

RECOMMENDED NOT RECOMMENDED

_____	_____
<i>Principal/Supervisor</i>	<i>Date</i>

APPROVED NOT APPROVED

_____	_____
<i>Assistant Superintendent of Human Resources</i>	<i>Date</i>