

GLENDALE UNIFIED SCHOOL DISTRICT
Glendale, California

REQUEST FOR PERSONAL NECESSITY LEAVE - CERTIFICATED

TO BE COMPLETED AND SUBMITTED BY EMPLOYEE TO THE SITE ADMINISTRATOR, AS EARLY AS POSSIBLE, AFTER LEARNING OF THE EVENT NECESSITATING THE LEAVE.

1. Employee Name _____
2. Work Location _____
3. Date(s) of Requested Leave _____
4. Hours of Requested Leave, if less than full day _____

5. Briefly state the reason for personal necessity leave, giving enough detail for the administrator to evaluate the request. Applicable contract language is printed on page 2 of this form for your information.

- Example:
- "I must take 4-year old son (John) to his surgery Friday at Verdugo Hospital."
 - "To observe Yom Kippur."
 - "To travel to New York to my sister Jane's Saturday morning wedding."
 - "Compelling circumstances of a confidential nature, as discussed with site administrator and/or the Assistant Superintendent, Human Resource."

6. Personal business - per applicable contract language on page 2 of this form.

7. I understand that the site administrator's decision on the Request is subject to immediate review by the Assistant Superintendent, Human Resources, at the request of either myself or the site administrator.
8. By signing below, I certify that my above-stated reason for personal necessity leave is true and accurate.

Employee's Signature _____
Date

(Office Use Only)

Date Received by Site Administrator: _____ Approved _____ Not Approved _____

Signature of Site Administrator _____
Date

Excerpts from Personal Necessity Leave (Article 10, Section 6, District/GTA Agreement)

- (1) Death of a close friend, colleague or member of the immediate family, if not covered by Bereavement Leave under Section 8 below;
- (2) Accident, involving the person or property of the employee, or person or property of a member of the employee's immediate family. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of service;
- (3) Appearance of the employee in court as a litigant;
- (4) An appearance of the employee as a witness under an official governmental order for which salary is not allowed under this Article, provided that each date of necessary attendance under such order, other than the date specified in a subpoena, shall be certified to by the Clerk or other authorized office of a court or other governmental jurisdictions. In any case in which a witness' fee is payable, such fee shall be collected by the employee and remitted to the District Business Services Office;
- (5) An illness of a member of the employee's immediate family serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service;
- (6) The birth of a child making it necessary for the employee who is the parent of the child to be absent during assigned hours of service;
- (7) Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service; or
- (8) Any other significant event, of personal necessity to the employee, which cannot be handled outside of work time, the scheduling of which is not within the control of the employee, and which involves circumstances the employee cannot reasonably be expected to disregard. This leave shall not be available for vacation or leisure activities, during times of work stoppage, or on professional development days. Examples of the kinds of events which may qualify for personal necessity include but are not limited to the following, provided they meet the above criteria:
 - Doctor or dental appointment not available outside of work time.
 - Attendance at an observance required by the employee's religion, which could not be handled outside of work time.
 - Car breakdown while driving to work.
 - Attendance to employee's child's college move, child's graduation ceremonies, child's special award event, or conference with child's teacher which could not be scheduled after school.
 - Travel (which could not be scheduled for non-work time) to family wedding or family reunion event, or to wedding in which employee is a member of the wedding party.
 - To cover jury duty service which extends beyond the days provided by Section 13 a. of this Article;or
- (9) Personal business - a maximum of three (3) of the 10 maximum annual personal necessity days may be used by an employee for matters of personal necessity which cannot be scheduled outside of working hours but which do not qualify under the above reasons, and may do so without providing reasons. However, such days shall not be usable to provide vacation or leisure; to engage in income-producing activities; to extend a holiday, break or other unassigned days; during a work stoppage; or on staff development days. Also, it is expected that usage of such personal business days will routinely involve notice to the site administrator well in advance of the day in question.