

TORRANCE UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONAL NECESSITY LEAVE

I hereby request a Personal Necessity Leave of Absence beginning _____ ending _____ for the following reason:

UNIT MEMBERS MAY USE ACCUMULATED SICK LEAVE IN ANY SCHOOL YEAR FOR PERSONAL NECESSITY FOR THE FOLLOWING REASONS:

- _____ The death of a member of employee's **immediate family** when the number of days of absence exceeds the limit provided in the bereavement policy. Members of the **immediate family** are: Mother, father, grandmother, grandfather, grandchild of an employee or of employee's spouse, spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of an employee or of employee's spouse, foster child, stepchild, any relative living in the immediate household of an employee, or any person who has served as a foster parent or legal guardian to an employee.
- _____ Permission to use this leave for the death of other relatives because of extenuating circumstances may be granted by the Superintendent or designee.
- _____ **Accident**, serious in nature, which:
 - a. involves employee's property or the person or property of a member of an employee's immediate family;
 - b. involves circumstances employee cannot reasonably be expected to disregard; and
 - c. requires the attention of employee during his/her assigned house of service.
- _____ **Illness** or problem of a member of the employee's immediate household which:
 - a. is serious in nature and, under the circumstances, employee cannot reasonably be expected to disregard; and
 - b. requires the attention of employee during his/her assigned hours of service.
- _____ **Imminent danger** to the home of employee which:
 - a. is occasioned by a factor such as flood or fire;
 - b. is serious in nature which, under the circumstances, the employee cannot reasonably be expected to disregard; and
 - c. requires the attention of employee during his/her assigned hours of service.

UNIT MEMBERS MAY USE UP TO SEVEN (7) DAYS OF ACCUMULATED SICK LEAVE IN ANY SCHOOL YEAR FOR PERSONAL NECESSITY FOR THE FOLLOWING REASONS:

- _____ Attendance at the funeral of a close relative or friend not living in unit member's immediate household.
- _____ The birth or adoption of a child, making it necessary for the parent to be absent from his/her position during assigned hours of service.
- _____ Appearance in court as a litigant.
- _____ With the prior approval of the Human Resources Department office through employee's immediate supervisor, personal necessity leave may be used for circumstances which meet **all** of the following criteria:
 - a. one of a serious nature, and which the employee cannot be expected to disregard; and
 - b. which necessitates the immediate attention of the employee; and
 - c. which cannot be accommodated during off-duty hours.
 - d. Such leave shall not be used for seeking other employment or working either with or without remuneration for the employee or anyone else; political activities or demonstrations; vacation, recreation or social activities, civic or organizational activities; escrow closing; payment of personal bills; or for the withholding of District services.
- _____ Provide services as an elected official as a mayor or as a city council member.
- _____ Personal business up to a maximum of three (3) days per year, with no reason given and with approval three (3) days in advance. Personal business days may not be used to "withhold service from the District" nor during the first and last week of school, on days of Back-to-School and Open House meetings, staff development days, or any extension of days preceding or following a legal or local holiday. (TTA Collective Bargaining Unit Members)
- _____ Other provisions outlined in the collective bargaining contract.

Employee's Signature _____ Date _____

Please Print Full Name _____

_____ Recommend _____ Not Recommend

Signature of Department Head or Principal _____ Date

Signature of Human Resources Administrator _____ Date