



NEWMAN- CROWS LANDING UNIFIED SCHOOL DISTRICT  
1162 Main Street Newman, CA 95360 209-862-2933

NOTIFICATION FORM  
PERSONAL NECESSITY LEAVE

Employee: \_\_\_\_\_  
School Site: \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_

\_\_\_\_ Personal Necessity (Section X. #1 and #2)

Reason: \_\_\_\_\_

\_\_\_\_ NO TELL (Section X. #3)

- a. A certificated employee may use five (5) days of personal necessity per year as not tell days which would leave it to the employee's determination as to its use.
- b. Mandatory written notice must be given to the Director of Personnel 24 hours prior to the use of this leave.
- c. The teacher must notify the site administrator no later than one hour before the start of the school day.

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date