

Classified Staff

NEWMAN-CROWS LANDING UNIFIED SCHOOL DISTRICT



Appendix F



REQUEST FOR USE OF PERSONAL NECESSITY LEAVE

EMPLOYEE _____

SCHOOL SITE _____ DATE REQUESTED: _____

*REASON: _____

NO TELL DAY: _____ (Reason not required)

9.8 Personal Necessity Leave

An employee at his election may claim and deduct up to seven (7) days per year from his accumulated sick leave for reasons due to personal emergency or necessity. The charging of such absence to the employees accumulated sick leave shall be subject to prior approval by the District. Such requests shall be made in writing in advance of the absence except for the following: an emergency situation, in which case they shall be made as soon as practicable.

REQUEST FOR USE OF NO TELL DAY FIVE (5) DAYS OF PERSONAL NECESSITY

9.8.8 A classified employee may use five (5) days of personal necessity per year as no tell days which would leave it to the employees determination as to its use.

“No tell days” and Compensated Time off (CTO) shall not be used during the week before school breaks including summer break nor to extend holidays.

No more than two (2) consecutive “no tell days” shall be granted.

The employee using the leave provision must notify the Assistant Superintendent of Personnel **and their Site Administrator** at least two (2) working days prior to taking the leave.

A copy must be provided and signed by your Site Administrator before sending it to the District Office.

* Please read your contract for further information regarding personal necessity.

Site Administrator Signature _____ Date _____

Supervisor Signature _____ Date _____

Superintendent/Designee Signature _____ Date _____