

Personnel

PERSONAL NECESSITY LEAVE

SR 4600.05

Purpose:To provide employees with a means of handling unforeseen personal emergencies, circumstances or situations.

Timeline:Twenty-four (24) hours notice is required; seven (7) days per year of available sick leave may be used.

Personal necessity leave is granted for situations which require an employee to be absent from work during regular work hours to attend to matters which cannot be accomplished during non-work hours. Personal necessity leave provisions are based on Collective Bargaining Agreements. A maximum of 7 days per year of sick leave may be used for personal necessity leave, as described in the Collective Bargaining Agreements. Twenty-four (24) hours notice is required prior to use of personal necessity time. Prior notice shall not be required for use of personal necessity for any of the following reasons:

- emergency bereavement leave which may be necessary beyond that authorized;
- death or serious illness of a member of the immediate family;
- accident involving his/her person or property of a member of the immediate family.

PROCEDURE:

1. Employee notifies supervisor of need for personal necessity leave a minimum of twenty-four (24) hours in advance and completes [Time-Off Request \(TOR\)](#) form specifying the reason for personal necessity leave. Under some special circumstances, notification may be made by telephone.
2. Supervisor reviews the TOR, approves or disapproves the time sequence.
3. Employee notifies supervisor and submits a revised TOR if a leave request is changed.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 07/15/2003

Date Revised: