

1 **ARTICLE 13: PERSONAL NECESSITY LEAVE**

2 13.1 A maximum of fifty-six (56) hours of absence per year for illness or injury leave  
3 earned pursuant to the Sick Leave provisions of this Agreement, may be used  
4 by the unit employee, at his/her election, in cases of personal necessity, for the  
5 following purposes only:

- 6 a) Death of a member of the unit employee's immediate family (as  
7 defined in Article 14: Bereavement Leave) when additional leave is  
8 required beyond that provided in the Bereavement Leave  
9 provisions of this Agreement.
- 10 b) Accident, involving the unit employee's person or property, or the  
11 person or property of a member of the immediate family (as defined  
12 in Article 14: Bereavement Leave).
- 13 c) Appearance in any court or before any administrative tribunal as a  
14 litigant, party, or witness under subpoena or any order made with  
15 jurisdiction. If the duration of the appearance comprises one-half  
16 ( $\frac{1}{2}$ ) or less of the unit employee's regular assignment, the employee  
17 shall return to work for the remainder of his/her assignment.
- 18 d) Illness of a member of the unit employee's immediate family (as  
19 defined in Article 14: Bereavement Leave).
- 20 e) Birth of a child to the wife of a unit employee or to the daughter or  
21 daughter-in-law of a unit employee.
- 22 f) Activities required by governmental agencies for the adoption of a  
23 child by the unit employee (or employee's spouse), foster care  
24 placement of a child or ward with the unit employee.
- 25 g) Medical, dental, and/or vision care appointments which cannot be  
26 scheduled during non-duty hours.
- 27 h) Imminent danger of the home of the unit employee.

28 Personal business subject to the following conditions:

- 29 (1) To qualify as personal business, the circumstances shall be  
30 of a serious nature which cannot be expected to be  
31 disregarded and necessitates immediate attention, and  
32 which cannot be dealt with during off-duty hours.
- 33 (2) Advance authorization for utilization of this leave shall be  
34 obtained from the immediate manager pursuant to the  
35 conditions of Article 13.3, except in the cases of an  
36 emergency. In the cases of an emergency, notification shall  
37 be provided to the immediate manager before leaving the  
38 work site.

39 13.2 Some examples of reasons for which approval of requests for personal necessity  
40 leave shall not be utilized are:

- 41 a) political activities or demonstrations;
- 42 b) vacation, recreation, or social activities;
- 43 c) civic or organization activities;
- 44 d) employee association activities;
- 45 e) routine personal activities;
- f) occupational investigation.

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13.3 Unit employees, except as provided below, shall request approval of personal necessity leave from their immediate manager prior to the beginning of the work shift in which the absence is requested. Unit employees on a swing, graveyard, or weekend shift shall request approval of personal necessity leave from their immediate manager at least one (1) hour prior to the beginning of the work shift in which the absence is requested. The prior notification requirement shall be waived in cases of an emergency, but notification must be made before leaving the work site. If the unit employee fails to provide the notification as specified above, the absence shall be unpaid.

13.4 Upon return from a Personal Necessity Leave, unit employees shall be required to complete absence verification forms provided by the District and to submit any verification as may be required. The employee shall receive his/her regular compensation for such absences upon verification by the employee that the absence was due to a personal necessity as defined herein.

13.5 If the personal necessity leave is utilized for the reasons stated in Section 13.2 or for a purpose other than the reasons stipulated by the unit employee, the absence shall be unpaid, and the employee may be subject to appropriate discipline.