

VISTA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RELATIONS
PERSONAL LEAVE REQUEST

Personal Leaves of absence taken by an employee are designated as either **Personal Necessity** or **Personal Emergency** (which could include Personal Day(s)). The definitions and procedures are outlined below.

On _____(date/dates) it was/will be necessary for me to be absent from my duties for:

- Personal Necessity** **Personal Emergency** **Personal Day**

PERSONAL NECESSITY LEAVE

- A. Any days of leave of absence for illness or injury allowed for sick leave may be used by the employee in cases of personal necessity. Personal Necessity Leave shall be limited to:
 - Death or serious illness or injury of an immediate family member.
 - Accident involving his/her person or property or the person or property of a member of his/her immediate family.
 - Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- B. The employee must submit to the immediate supervisor a completed Personal Leave Request form within five (5) working days after returning from leave. One (1) copy of the request form, with the Immediate Supervisor's recommendation and comments, will be returned to the employee. One (1) copy will be forwarded to the District Office (Human Relations) by the Immediate Supervisor.
- C. This provision is intended to comply with the requirements of Education Code Section 45207 (personal necessity).

PERSONAL EMERGENCY LEAVE

- A. A maximum of six (6) days of accumulated sick leave may be used in any fiscal year, upon prior notification, for Personal Emergency Leave. Personal Emergency Leave shall be limited to:
 - Circumstances that are serious in nature and that the employee cannot reasonably be expected to disregard, and that necessitate immediate attention, and cannot be taken care of after work hours or on weekends.
 - Personal emergency leave shall not be used for such matters as vacation, recreational activities, or any matter pertaining to an employee's personal business involving an auxiliary income.
- B. If an immediate emergency prevents the filing of the Personal Leave Request form in advance, the form shall be filed within three (3) working days after return from the utilization of personal emergency leave. The Immediate Supervisor will verify the request for emergency leave before forwarding it to the District Office. One (1) copy will be retained by the Immediate Supervisor. One (1) copy of the request form, with the Immediate Supervisor's recommendation and comments, will be returned to the employee.

PERSONAL DAY

- A. Bargaining unit members shall be allowed to utilize three (3) days of personal emergency leave for personal days. This shall not require prior explanation, but shall require a five (5) day prior notification of utilization of this leave. The reason for the leave need not be given and the only reason for refusal shall be lack of a substitute.

The reason for my absence is: _____

It is understood that complete and detailed instructions have been left for my substitute.

Signature of Employee Print Name Date

Location of Employment Employee Identification Number

Supervisor's Comments: _____

Signature of Principal/Supervisor Date