

**SANTA MARIA-BONITA SCHOOL DISTRICT
APPLICATION FOR PERSONAL NECESSITY LEAVE BENEFITS - CERTIFICATED**

Name of Employee

School or Department

Unit members may utilize up to seven (7) days leave of absence annually for personal necessity. Such leave shall be deducted from the unit member's accumulated sick leave and shall not accumulate from year to year. The term "personal necessity" for purposes of this article is limited to the following: *[Check appropriate box]*

- DEATH IN IMMEDIATE FAMILY. (6.4.1.1) Death of a member of a unit member's immediate family when the number of days requested exceeds the number provided for under Bereavement Leave.

- ACCIDENT OF EMERGENCY NATURE. (6.4.1.2) Accident involving the unit member's person or property or the person or property of a member of his/her immediate family and of such emergency nature as to require the attention and presence of the unit member during the working day.

- HOME IN DANGER. (6.4.1.3) Imminent danger to the member's home, serious in nature, and which requires the presence of the member during the working day.

- FUNERAL ATTENDANCE. (6.4.1.4) Actual attendance at the funeral of a distant relative, friend, neighbor, employee, or other acquaintance.

- TRANSPORTATION DIFFICULTIES. (6.4.1.5) Unforeseen circumstances involving transportation or storm conditions that prevent the unit member from traveling to and from work.

- COURT APPEARANCE. (6.4.1.6) Appearance in court as a litigant.

- SPECIFIC FAMILY RESPONSIBILITIES. (6.4.1.7) Specific family responsibilities or family business imperatives which require the personal presence of the employee during working hours. (Specify reason) _____

- RELIGIOUS HOLIDAYS. (6.4.1.8)

- DISCRETIONARY DAYS. (6.4.4) Four (4) days in a two-year period of the personal necessity leave allowable may be utilized by the member at his/her own discretion upon the following conditions:
 - 6.4.4.1 Such days shall be charged against the member's unused sick leave.
 - 6.4.4.2 Forty-eight (48) hours written notice shall be required unless extenuating circumstances occur which prevent such notice being given; in that event, the member shall make every reasonable effort to give advance notice.
 - 6.4.4.3 Administration retains the right to refuse the member to utilize a certain day if, in the opinion of the Assistant Superintendent, too many members simultaneously select the same day.
 - 6.4.4.4 The member shall not be required to give reasons for the use of such day.
 - 6.4.4.5 Such leave shall not be used to withhold services from the district, and it is understood that such leave shall not be used for purposes of income producing activities, the extension of a holiday or vacation period for purely recreational activities, or attending to matters which could reasonably be scheduled outside of working hours.

My signature below signifies that the circumstances I have described on this application are personal necessity within the meaning of the provision checked, and authorizes the following workday(s) to be charged against my accumulated sick leave:

Date(s) of Absence: _____

Signature of Employee

Date

Signature of Supervisor/Principal

Date

APPROVED: _____

Superintendent Designee

Date

Send all three signed copies to Human Resources. If approved, the third copy will be returned to employee's work location.