EMERGENCY LEAVE

Emergency leave (personal necessity and compelling personal importance) may be granted with or without pay. When possible, application should be made prior to leave. All leaves must be approved by the Superintendent or his/her designated representatives.

Personal Necessity Leave

Entitlement to three days of personal necessity leave accrues to each regular employee annually. The unused portion of personal necessity leave shall accumulate to ten days. Part-time employees shall be entitled to a prorated amount of such personal necessity leave.

Six days of sick leave may be used annually for personal necessity leave at the discretion of the employee. In any year a maximum of ten days combined sick leave and personal necessity leave with pay may be used for emergencies. To the extent that sick leave is used for personal necessity leave, the ten-day emergency leave entitlement is limited proportionately for any fiscal year. This limitation in no way alters accrued personal necessity leave.

Compelling Personal Importance

Each employee who has completed three year of continuous service with the district is entitled to use one day leave for personal business if it is beyond the ability of the employee to schedule the personal business outside of working hours. This leave may be accumulated to a limit of three days. This leave is deducted from personal necessity leave.

Legal Reference: (see next page)
Management, Supervisory and Confidential Personnel

EMERGENCY LEAVE (continued)

Legal Reference:

EDUCATION CODE
44036-44037  Leaves of absence for judicial and official appearances
44963  Power to grant leaves of absence (certificated)
44981  Leaves of absence for personal necessity (certificated)
44985  Leave of absence due to death in immediate family (certificated)
44987.3  Leave of absence to serve on certain boards, commissions, etc.
45190  Leaves of absence and vacations
45194  Bereavement leave of absence (classified)
45198  Effect of provisions authorizing leaves of absence
45207  Personal necessity (classified)

CONSTITUTION OF THE STATE OF CALIFORNIA
Article I, Section 8 - Religious Discrimination
TITLE VII, CIVIL RIGHTS ACT OF 1964, Section 703(a)(1)
Rankin v. Commission on Professional Competence  154 Cal. Rptr. 907