

Management, Supervisory and Confidential Personnel

**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)

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**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