

**KEYES UNION SCHOOL DISTRICT
PERSONAL NECESSITY LEAVE/NO TELL - CERTIFICATED**

Name: _____ Work Site: _____

Date(s) requested to be out: _____

_____ Personal Necessity _____ No Tell (See back for description)
(No reason needed, just sign below)

Please check the reason below for Personal Necessity and provide at least 24 hour prior notice, if possible

Personal Necessity Leave. During any school year, a teacher may use up to ten (10) days of current sick leave for personal necessity as follows:

- _____ Personal necessity leave may be used no more than ten (10) days per school year with prior notification.
- _____ In the event of the death of a member of the immediate family, this leave may be taken upon expiration of bereavement leave. "Immediate family" is defined, in this section, as a spouse, mother (mother-in-law), father (father-in-law), daughter (daughter-in-law), son, (son-in-law), sister (sister-in-law), brother (brother-in-law), grandmother, grandfather, grandchild, aunt, uncle, cousin, or a close friend of the teacher.
- _____ The teacher may take this leave in case of an accident involving the teacher or teacher's property, or in the case of an accident or illness involving the person or property of a member of the immediate family as defined in Section 21.1.2 above, if it is of such an emergency nature that the immediate presence of the teacher is required during the work day.
- _____ This leave may be taken if appearance in court under an official order as litigant or as a witness is required.
- _____ Male teachers will be allowed ten (10) days leave under this section, if such leave is required for matters related to the birth or adoption of a child of said teacher.
- _____ The teacher may take this leave for matters that require the immediate presence of the teacher to prevent major economic loss or disruption of the teacher's personal life; and cannot be resolved outside the teacher's work day. Absences due to travel delay, recreation, outside employment, job interview, social occasions, and travel with spouse are examples of absences not eligible for this leave.
- _____ Sick days may be taken as personal necessity to attend a funeral or memorial service for anyone not covered in bereavement.

My signature indicates that I understand my Personal Necessity days and the first four (4) No Tell days will be deducted from my current school year's sick leave allotment. Additional No Tell days that I use will be deducted from accumulated sick leave. I understand that my pay will be deducted if I use more than my available Personal Necessity or No Tell days.

Employee
Signature: _____ Date: _____

Supervisor: _____ Date: _____

No Tell Days. In addition to the use of a teacher's current year's ten (10) day sick leave allotment for Personal Necessity, during any school year a teacher may use four (4) of those ten (10) days as No Tell days. A No Tell day is defined as a day of absence without stipulating the reason for the absence, provided that the District is given at least twenty-four (24) hours advance notice.

Additional No Tell Days Based on Accumulated, Unused Sick Leave as of June 30 of the prior school year. In addition to the ability to use four (4) days of current sick leave as No Tell days:

- a. Teachers with at least thirty (30) but less than fifty (50) days of unused, accumulated sick leave may use one (1) additional day for a total of up to five (5) of those days as No Tell days.
- b. Teachers with at least fifty (50) but less than sixty (60) days of unused, accumulated sick leave may use two (2) additional days for a total of up to six (6) of those days as No Tell days.
- c. Teachers with at least (60) but less than seventy (70) days of unused, accumulated sick leave may use three (3) additional days for a total of up to seven (7) of those days as No Tell days.
- d. Teachers with at least seventy (70) but less than eighty (80) days of unused, accumulated sick leave may use four (4) additional days for a total of up to eight (8) of those days as No Tell days.
- e. Teachers with eighty (80) or more days of unused, accumulated sick leave may use five (5) additional days for a total of up to nine (9) of those days as No Tell days.

Additional No Tell Days Based on Years of Service. In addition to the guidelines set forth in 21.2 and 21.3:

- a. If a teacher has been employed by the District at least twenty-five (25) but less than 30 years, the teacher shall be entitled to use an additional four (4) No Tell days from the teacher's accumulated, unused sick leave.
- b. If the teacher has been employed by the District thirty (30) years or more, the teacher shall be entitled to an additional six (6) No Tell days from the teacher's accumulated, unused sick leave.

No Tell Day Examples: If a teacher has forty (40) days of accumulated, unused sick leave and twenty-seven (27) years of service in the district, the teacher would be eligible to use up to nine (9) no tell days in that school year. If a teacher has zero (0) days of accumulated, unused sick leave and thirty-two (32) years of service in the district, the teacher has only the four (4) eligible no tell days that are provided in the current year.