



**REQUEST FOR
PERSONAL NECESSITY / NO TELL LEAVE - CLASSIFIED**

KEYES UNION SCHOOL DISTRICT

(Please see tab labeled "Article 19")

Name: _____ Site: _____

Date(s) Requested: _____
(enter date as follows: MM/DD/YY)

Requests for Personal Necessity Leave require 2 days prior notice (Article 19.2).

Please check one of the following:

No Tell Day(s) (Article 19.1.9)

Personal Necessity Leave with District approval - check the appropriate category below:

- Death (or serious illness) of a member of the immediate family when additional leave is required beyond that provided under Article 14-Bereavement Leave (Article 19.1.1).
- The death of a person not in the immediate family, as defined in Article 14-Bereavement Leave (Article 19.1.2).
- Accident, involving his/her person or property, or the person or property of a member of his/her immediate family (Article 19.1.3).
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction for reasons not brought about through the connivance or misconduct of the employee (Article 19.1.4).
- The adoption of a child (Article 19.1.5).
- Personal necessity leave may be used up to a maximum of 3 days during one school year to be with a spouse, son, or daughter (stepson or stepdaughter) who is home on military leave (Article 19.1.6).
- With prior approval of the supervisor, a business transaction or other activity which requires the presence of the employee (Article 19.1.7).
- With prior approval of the supervisor, other personal and/or compelling concerns which require the presence of the employee (Article 19.1.8).

Reason: _____

My signature indicates that I understand my Personal Necessity days and No Tell days will be deducted from my sick leave balance and any remaining days may not be carried over from one school year to the next. (19.2) I understand that my pay will be deducted if I use more than my available Personal Necessity or No Tell days.

Signature Employee: _____ Date: _____

Approval Supervisor: _____ Date: _____

ARTICLE 19: PERSONAL NECESSITY LEAVE

- 19.1 An employee may use up to seven (7), days of accumulated sick leave in cases of personal necessity as follows:
 - 19.1.1 Death (or serious illness) of a member of his/her immediate family when additional leave is required beyond that provided under Article 14-Bereavement Leave. "Immediate Family" is defined under Article 14.
 - 19.1.2 The death of a person not in the immediate family, as defined in Article 14-Bereavement Leave.
 - 19.1.3 Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.
 - 19.1.4 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction for reasons not brought about through the connivance or misconduct of the employee.
 - 19.1.5 The adoption of a child.
 - 19.1.6 Personal necessity leave may be used up to a maximum of 3 days during one school year to be with a spouse, son, or daughter (stepson or stepdaughter) who is home on military leave.
 - 19.1.7 With prior approval of the supervisor, a business transaction or other activity which requires the presence of the employee.
 - 19.1.8 With prior approval of the supervisor, other personal and/or compelling concerns which require the presence of the employee.
 - 19.1.9 Three (3) of the seven (7) days may be used as "no tell" days for which no reason for the leave shall be required of the employee.
 - 19.1.9.1 Two (2) of the three (3) "no tell" days may be taken without restriction.
 - 19.1.9.2 The remaining one (1) "no tell" day shall not be used consecutively with or in the same week as the other two (2) "no tell" days under any circumstances.
- 19.2 The benefits contained in this Article shall require two (2) days advance notice, except in cases of emergency, and shall not accumulate from year to year.