

## ARTICLE 31

### Personal Necessity Leave

~~31.10~~ Regular/contract members may use a maximum of up to eight (8) six (6) days (36 hours) per school year of their total accumulated sick leave for personal necessity or for other cases of compelling personal importance. ~~Days are not cumulative from year to year. Personal necessity leaves shall be granted only for specific leaves and are subject to the following guidelines.~~

~~31.21~~ **Without Advance Notice**

~~Notice should be provided to the member's Division Chair or Dean as soon as could reasonably be expected. Personal necessity leave may be granted:~~

**A member shall not be required to secure advance permission for leave taken for any of the following reasons:**

~~31.2.1~~

**1.** To extend the number of days of the bereavement leave for a member of the immediate family (as defined in Article 33).

~~31.2.2~~

**2.** For an accident involving the member's person or property, or the property of the member's immediate family, of such a nature that the member's immediate presence is required during the workday.

~~31.2.3~~

**3.** For serious illness of members of the immediate family (as defined in Article 33).

**Notice should be provided to the member's Division Chair or appropriate Administrator as soon as could reasonably be expected.**

~~31.32~~ **With Advance Notice and Approval**

Personal necessity leaves other than those listed in Article 31.1 must be requested and approved by the member's Division Chair or ~~Dean~~ **appropriate administrator**. Personal necessity leaves may be granted ~~for~~:

~~31.3.1~~

**1.** ~~For~~ **Appearance** in court as a litigant. Return to work is required where it is not necessary to be absent for the entire day. Advance notice shall be at least five (5) work days.

~~31.3.2~~

**2.** ~~Up to two (2) days for~~ **religious holidays/observances** which the member asserts are of such moral/ethical significance that it is a personal necessity to be absent from work. Advance notice shall be at least five (5) workdays.

~~31.3.3~~

**3.** ~~Up to two (2) days for other emergencies or~~ **personal business** which cannot be accomplished during non-working hours. **The member shall**

provide ~~Adv~~ance notice ~~to be~~ as soon as reasonable under the circumstances.

4. **To participate in activities of school age children. A faculty member who is a parent, guardian or grandparent of one or more children in grades kindergarten to twelfth grade, or attending a licensed day care facility may take leave for up to eight (8) hours a month per fiscal year to participate in activities of the school (for example, a field trip or a holiday program or concert) if the member provides reasonable advance notice. If requested, the member shall provide documentation from the school or facility of the member's participation on a specific date or particular time. (Labor Code 230.8) If the member has no personal necessity leave, the leave may be taken, but shall be unpaid.**
5. **For other reasons of compelling personal importance. The member shall provide advance notice as soon as reasonable under the circumstances.**

Reference Education Code Section 87784, **87781.5, and 87781**