

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4161.22 and 4261.22

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED: 10/09/17

SUBJECT: Personal Necessity Leave

All VCOE personnel employed in a permanent position may elect to use, not exceeding seven (7) days in any one fiscal or contract year (actual work days), sick leave which has been earned for personal necessities which are serious in nature and involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of work, subject to the following conditions: (E.C. 44978 & 44981, 45207).

Any days used as personal necessity leave shall be deducted from the employee's sick leave balance accrued in accordance with Education Code Section 44978 and 45191.

The employee shall use only that amount of time necessary to adequately alleviate the emergency.

Events justifying personal necessity leave for an employee.

1. Death of a member of the employee's immediate family, when additional leave is required beyond that provided in the bereavement leave policy.
2. An accident involving the employee's personal property or the person or property of a member of the employee's immediate family.
3. Appearance in court as a litigant or a witness under subpoena.
4. Incapacitating illness of a member of the employee's immediate family.
5. Imminent danger to employee's home occasioned by an event such as earthquake, flood, or fire.
6. Other occasions the employee cannot reasonably be expected to disregard until other than work hours.
7. Religious holiday.

Employees desiring personal necessity leave shall secure permission from the site or department administrator, who shall be responsible for approval or disapproval within five (5) working days of receipt of the request.

The employee shall not be required to secure advance permission for reasons involving:

1. Death or serious illness of a member of the employee's immediate family.
2. Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family.

The site or department administrator may require in extreme or unusual circumstances such proof as deemed necessary for the need of the use of personal necessity leave.

Immediate family, as used in this section, shall have the same meaning as provided in Superintendent Policy 4161.21 and 4261.21.