

Personnel – General

E. Leaves of Absence

4040 Personal Necessity

Statement of Purpose

Any days of absence for illness or injury, earned or allowed, by an employee may be used, at his or her election, in cases of personal necessity for the following purpose: (Deducted from sick leave)

1. Death of a Member of his or her immediate family (defined in Policy 4042) when additional leave is required beyond the number of days provided under the bereavement leave section of these rules and regulations;
2. Accident involving his or her person or property, or the person or property of a member of his or her immediate family;
3. Illness of a member of his or her immediate family;
4. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction;
5. Matters of compelling personal importance which cannot be accomplished at times other than assigned working hours.

Maximum Number of Days

The maximum number of days of accumulated leave of absence for illness or injury which may be used for the purposes set forth above shall not exceed seven (7) days in any one (1) school year.

Verification

Each employee requesting leave of absence under these provisions shall file with the College President or Chancellor, upon forms provided, such proof or statement of facts as may be determined necessary to carry out the intent of this policy.