

APPLE VALLEY UNIFIED SCHOOL DISTRICT
 CERTIFICATED / CLASSIFIED EMPLOYEE
 REQUEST FOR LEAVE AND VERIFICATION OF ABSENCE

Name: _____ Social Security #: Site: _____
 (Last 4 Digits Only)

Dept: _____ Position: _____

Number of hours normally worked each day _____ I hereby request approval of absence from work beginning on _____ and ending on _____ for a total of _____ hours/days. I will return to work on _____ Substitute's name (if applicable) _____

Reasons for absence (check one below):

- | | |
|--|--|
| <input type="checkbox"/> (B) Bereavement (relation: _____) | <input type="checkbox"/> (CH) Child Rearing |
| <input type="checkbox"/> (FH) Floating Holiday | <input type="checkbox"/> (FL) Family Leave |
| <input type="checkbox"/> (WC) Industrial Injury | <input type="checkbox"/> (S) Illness |
| <input type="checkbox"/> (M) Military Leave (attach a copy of orders) | <input type="checkbox"/> (V) Vacation |
| <input type="checkbox"/> (P) Jury / Subpoena (attach verification) | <input type="checkbox"/> (P) Personal Leave (unpaid) |
| <input checked="" type="checkbox"/> (PNS) Personal Necessity (**CHECK REASON BELOW) | <input type="checkbox"/> (PD) Pregnancy Disability |
| <input type="checkbox"/> (ND) Non-Duty (Certificated personnel only. List reason / report in full days only.) _____ | |
| <input type="checkbox"/> (OB) Conference / In-Service / Workshop (*Indicate fund, budget number or department this absence is charged to:) | |
| *Budget #: _____ | |

"PERSONAL NECESSITY LEAVE

Personal Necessity Leave (PNS) is limited to a maximum of seven (7) days of illness leave (combined total of any Personal Necessity Leave use), each school year. Personal Necessity Leave shall not be used for the following purposes: political activities or demonstrations; vacation, recreation or social activities; or extension of a school holiday, recess or vacation.

Personal Necessity Leave should be requested in advance from your immediate supervisor. Exceptions are permitted if there is a death, accident or serious/critical injury/illness to you or a member of your immediate family. Upon return from the emergency, the unit member shall submit a REQUEST FOR LEAVE form verifying that PNS was used for the purposes as set forth in contract language.

Acceptable reasons for requesting Personal Necessity Leave (please check one):

- A. Death of a member of the immediate family, in addition to Bereavement Leave.
- B. Accident involving the unit member or unit member's property or the person or property of the immediate family of such nature as to require the presence of the unit member during the work day.
- C. Serious or critical illness of a member of the immediate family.
- D. Appointment with a doctor or dentist for the unit member or immediate family.
- E. Inability to reach the work site because of natural disasters or other circumstances clearly beyond the control of the unit member.
- F. Observance of major religious holiday(s) of the unit member's faith.
- G. An appropriate or compelling reason requested with an explanation by the unit member and approved in advance by the Superintendent or designee.
- H. Urgent personal affairs which cannot be taken care of outside school hours. Limited to four (4) days per school year.

I have used _____ days of Personal Necessity Leave so far this year. Requesting this Personal Necessity Leave (PNS) will not cause me to utilize more than seven (7) Personal Necessity Leave days.

Employee's Signature _____ Date _____

Administrator's / Supervisor's Signature _____ Date _____

_____ Approved _____ Not Approved

ARTICLE 15 - LEAVES (cont.)

B. Personal Necessity Leave (cont.)

4. A unit member may claim Personal Necessity Leave for the following:
 - a. Death of a member of the immediate family, in addition to the Bereavement Leave.
 - b. Accident involving the unit member or unit member's property or the person or property of the immediate family of such nature as to require the presence of the unit member during the work day.
 - c. Serious or critical illness of a member of the immediate family.
 - d. Appointment with a doctor or dentist for the unit member or immediate family.
 - e. Inability to reach the work site because of natural disasters or other circumstances clearly beyond the control of the unit member. This is limited to four (4) work days.
 - f. Observance of major religious holidays of the unit member's faith.
 - g. An appropriate or compelling reason requested and approved in advance by the Assistant Superintendent, Human Resources or Superintendent's designee.

Unit members shall not claim Personal Necessity Leave under Section B.4.g. unless an explanation of Personal Necessity Leave has been provided by the unit member and approved in advance by the Assistant Superintendent, Human Resources or Superintendent's designee.

- h. Urgent personal affairs which cannot be taken care of outside school hours. This is limited to four (4) days.**
5. To the degree possible, Personal Necessity Leave shall be requested on the appropriate form in advance from the immediate supervisor.
 - 6. The unit member shall not be required to secure advance permission for Personal Necessity Leave taken for the following:**
 - a. Death of a member of the immediate family.
 - b. Accident involving the unit member or unit member's property or the person or property of the immediate family of such nature as to require the presence of the unit member during the work day.
 - c. Serious or critical illness of a member of the immediate family.
 - d. Urgent personal affairs which cannot be taken care of outside school hours [limited to four (4) days per school year].**

C. Sabbatical Leave

1. A Sabbatical Leave is a leave which may be granted by the Board of Trustees to a permanent unit member for the reasons provided by Education Code.
2. The District may grant such leave to no more than two (2) percent of the total number of unit members employed. Sabbatical Leave that is granted must be taken in semester or trimester increments not to exceed two (2) full semesters or trimesters.
3. A unit member who has completed seven (7) consecutive years of certificated service in the District may apply for Sabbatical Leave. An individual may be granted only one (1) such leave in each seven (7) year period. Applications for Sabbatical Leave must be filed not later than November 1st of the year preceding the school year in which a Sabbatical Leave is intended. Applications will be evaluated by the Superintendent and approved by the Board of Trustees. Notification of their