

Downey Unified School District

CERTIFICATED PERSONNEL

PERSONAL NECESSITY LEAVE

MAR 4162

A regular full-time certificated employee may elect to use his/her annual accumulated illness or injury leave, not to exceed eight days, for the following purposes:

1. Death or illness of a member of his/her immediate family. The definition of immediate family as stated under Bereavement Leave is applicable to this section.
2. An accident involving the employee's person or property, or the person or property of a member of the employee's immediate family. "Immediate" family is defined under Bereavement Leave.
3. An appearance of the employee in court as a litigant or witness under an official order. The employee is expected to return to work in cases where he/she is not required to be absent the entire day.
4. In cases of personal necessity where the employee cannot reasonably be expected to disregard the situation, or where the necessity cannot be transacted outside of the employee's assigned working hours. Necessities under this section may include
 - a. Birth or adoption of the employee's child.
 - b. Imminent danger to the home of the employee.
 - c. Religious holidays.
 - d. Activities required by virtue of holding a public elected office.

Payment for such absences shall be made only upon reasonable verification by the employee to his/her immediate administrator or supervisor that the absence was due to necessity as defined in these regulations.

In situations where absence is due to subpoena or an official order, the employee must provide evidence from a certified clerk or authorized officer of a court or other governmental jurisdiction. For such leaves the employee shall be granted leave of absence with pay up to the amount of the difference between the employee's regular earnings and any amount he/she received for witness fees.