

1.0 Use of Paid Sick Leave for Personal Necessity

- 1.1 The employee shall submit a written request for personal necessity leave normally within three (3) working days prior to the requested leave. Approval for the leave must be received by the administrative officer prior to the commencement of leave.
 - 1.1.1 Appearance in court when an employee is required to appear as a litigant or as a witness in excess of the one (1) day allowed;
 - 1.1.2 religious observances of an employee's faith.
- 1.2 The employee shall not be required to obtain advance permission for leave taken for any of the following reasons:
 - 1.2.1 Death or serious illness of a member of the immediate family;
 - 1.2.2 accident involving the employee or his/her property or the person or property of a member of the immediate family;
 - 1.2.3 imminent danger to home of employee when the danger requires the attention of the employee during assigned hours of service. Such danger may be occasioned by flood, fire, earthquake, or be of serious nature under circumstances which the employee cannot reasonably be expected to disregard;
 - 1.2.4 inability to get to one's assigned place of duty because of transportation failure (mechanical or prohibitive weather).
- 1.3 The employee will be expected to notify his/her supervisor or administrative officer at the earliest reasonable time regarding absence for any of the above reasons.

2.0 Procedure

- 2.1 Following the use of paid sick leave for personal necessity, the employee will:
 - 2.1.1 Submit a complete employee report of absence form indicating the personal necessity reason;
 - 2.1.2 provide verification of need at the request of the administrative officer;
 - 2.1.3 submit any witness fees to the District Business Office;
 - 2.1.4 have each day of necessary attendance in court, other than the date specified on the subpoena, certified by an authorized governmental agency;

2.1.5 return to work in cases when it is not necessary for the individual to be absent the entire day.

LRCCD

Adm. Regulation Adopted: 7/65
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Board Policy: None