

JURUPA UNIFIED SCHOOL DISTRICT

Human Resources

**PERSONAL NECESSITY LEAVE REQUEST**

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Work Site \_\_\_\_\_

Before you complete this form, be sure to read the Personal Necessity Leave Section contained in the current Classified or Certificated Bargaining Agreement. (A copy may be obtained from the Human Resources Office).

Under no circumstances shall such leave be available primarily for purposes of personal convenience, the extension of a holiday or a vacation period, matters which reasonably can be taken care of outside work hours, or recreational activities.

No specific description of the Personal Necessity Leave shall be required on the Personal Necessity Leave Request form, unless the District has reason to believe this Section has been abused.

Personal Necessity Leave is subject to approval of the Assistant Superintendent of Human Resources or the Director of Human Resources.

**Date(s) of Personal Necessity Leave: From: \_\_\_\_\_ Through: \_\_\_\_\_**

**I hereby request that**

\_\_\_\_\_ **hours (Classified)**

\_\_\_\_\_ **days (Certificated)**

**be deducted from my accrued sick leave.**

**I hereby certify the leave requested above is not for purposes of personal convenience, the extension of a holiday or a vacation period, matters which reasonably can be taken care of outside work hours, or recreational activities.**

\_\_\_\_\_  
Employee's Signature

Distribution:  
White - Human Resources  
Canary – Payroll  
Pink – Employee (after approval)  
Goldenrod – Supervisor

Human Resources  
1/27/2021

For Human Resources Use Only
_____ Approved
_____ Denied
Comment: _____
_____