

FEATHER RIVER COMMUNITY COLLEGE DISTRICT
REPORT OF ABSENCE
PERSONAL NECESSITY LEAVE
*****ASSOCIATE FACULTY*****
To Be Attached to Report of Absence Form

I certify that I will be or was absent from duty for _____ hours/days
on _____ for the following reason:
(date)

In case of Personal Necessity, a member of the unit may use .67 (two-thirds) of an hour of personal necessity leave for every hour of sick leave granted in the semester the Personal Necessity is taken:

- _____ Emergencies related to the unit member's home in cases of natural disaster or accident.
- _____ Illness or accident to the unit member's immediate family.
- _____ Appointments for the purpose of conducting personal legal affairs or financial transactions that cannot be conducted outside of working hours.
- _____ Receipt of summons, subpoena, or other judicial order requiring absence from work, excluding jury duty.
- _____ Observance of a major religious holiday of the unit member's faith.
- _____ Matters relating to present or prospective employment or parental responsibilities that cannot be scheduled outside of working hours.

I affirm that my use of leave is consistent with the criteria listed above and contained in the agreement between FRCCD and FRFT-AFC.

I understand that I may borrow or use up to the amount of Personal Necessity leave that I am scheduled (by contract assignment) to earn in a given semester. I further understand that if my employment is terminated or ends prior to earning the amount of Personal Necessity leave taken, the unearned amount will be deducted from my final compensation.

Signature: _____

_____ Approved _____ Denied

Dean of Instruction/Students