

FEATHER RIVER COMMUNITY COLLEGE DISTRICT
REPORT OF ABSENCE
PERSONAL NECESSITY LEAVE
CLASSIFIED/CONFIDENTIAL/MANAGER
To Be Attached to B-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 draw on accumulated sick leave not to exceed ten (10) days in any fiscal year for one or any combination of the following purposes:

- _____ Additional days beyond the five (5) granted in bereavement leave.
- _____ Accident or illness involving the employee's property or person, or the person or property of a member of the immediate family, as defined in Bereavement Leave.
- _____ Appearance in any court or before any administrative tribunal as a litigant party or witness not covered in "Jury Duty Leave."
- _____ Religious holiday other than legal holiday on the board adopted calendar.
- _____ Legal affairs regarding financial transactions that cannot be handled outside of normal working hours.
- _____ Three days per fiscal year drawn on accumulated sick leave may be used for a "no tell" day where no reason need be given.
- _____ Personal business responsibilities that cannot be scheduled outside of working hours.
- _____ Parental responsibilities that cannot be scheduled outside of working hours.
- _____ Inclement weather section of the Business Services Policy.
- _____ Other reasons to be approved by the Director, Human Resources/EEO. (Please specify on B-Form.) This provision is not subject to the Grievance Procedure.

_____ Approved _____ Denied _____
Human Resources Director

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

Signature: _____

_____ Approved _____ Denied _____
Supervisor's Signature