

MADERA UNIFIED SCHOOL DISTRICT

Human Resources Department

REQUEST FOR PERSONAL NECESSITY LEAVE

Pursuant to Madera Unified School District's Board Policies/Administrative Regulations 4161.2 – Personal Leaves, MUTA Article 11.3 - Personal Necessity Leave, CSEA Article 10.6 – Personal Necessity Leave, Madera Adult Ed Article 13.3 – Personal Necessity Leave, CMBA Article 7.1 – Leaves and EC 44981, 45207, an eligible employee may request personal necessity leave as defined by the employees respective CBA. Please refer to your CBA for more details.

Employees are required to submit a Personal Necessity form at least 3 days prior to the date of absence when foreseeable or immediately upon return following an emergency. Employees are required to enter their absence in AESOP. Failure to submit this form to HR will result in a "Personal Unpaid" absence.

☐ CERTIFICATED

☐ CLASSIFIED

NAME: _____

SSN#: XXX – XX – _____

JOB TITLE: _____

WORK SITE: _____

Date(s) of Absence: _____

Total Hours: _____

I am requesting personal necessity leave for the following reason:

☐ Serious illness/medical appointment for a member of the immediate family.

☐ Extended Bereavement Leave. Please indicate relationship: _____.

☐ Court Appearance (Personal).

☐ Other (please explain): _____

Employee Signature

Date

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Human Resources Use Only:

☐ Absence qualifies under Personal Necessity and will be charged to PN time if available.

☐ Absence reason does not qualify under Personal Necessity and will be charged to "Personal Unpaid".

Comments: _____

Chief HR Officer or Designee Signature

Date