

Art 5.3.1.1

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CERTIFICATED PERSONAL NECESSITY LEAVE

I, _____, am requesting the use of _____ personal necessity day(s) on _____. The reason for this request is consistent with the parameters of Article 5.3, Personal Necessity Leave, of the bargaining agreement. Please circle appropriate reason:

- 5.3.1.1 – Death of immediate family member
- 5.3.1.2 – Accident, imminent danger of person's property
- 5.3.1.3 – Illness of immediate family member
- 5.3.1.4 – Court appearance as witness or litigant
- 5.3.1.5 – Adoption proceedings – court appearance
- 5.3.1.6 – Time with immediate family prior to overseas military assignment
- 5.3.2 – Matters of compelling personal importance beyond mere convenience

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Teacher Signature	Date	Administrator Signature	Date
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You may use up to 3 days of personal necessity for confidential reasons. Although you are not obligated to disclose the reason for the confidential personal necessity leave, the leave must still be for one of the 7 reasons listed above.

I verify that my confidential use of personal necessity is within Article 5.3.1.1 to 5.3.1.6 or Article 5.3.2.

Teacher Signature	Date	Administrator Signature	Date
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