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## ARTICLE 17. PERSONAL NECESSITY COMPELLING PERSONAL IMPORTANCE LEAVE

### 17.1 Personal Necessity

17.1.1 Personal necessity leave shall be granted with pay. ~~When possible, application shall be made prior to leave. Forms for such leave shall be mutually agreed upon and placed in the appendix for the duration of this Agreement (Appendix C). Reason for absence shall be noted on Frontline.~~

17.1.2 Entitlement to three (3) days of personal necessity leave accrues to each employee annually. The unused portion shall accumulate to ten (10) days. Part-time employees shall be entitled to a prorated amount of such leave.

17.1.3 In any year, a maximum of ten (10) earned and unused days may be used for personal necessity.

### 17.2 Compelling Personal Importance

17.2.1 Each employee who has completed three (3) years of service with the District is entitled to use one (1) day leave for personal business if it is beyond the ability of the employee to schedule outside of working hours.

17.2.2 This leave may be accumulated to a limit of three (3) days.

17.2.3 This leave is deducted from personal necessity leave.

### 17.3 Sick Leave Usage

17.3.1 Six (6) days of sick leave may also be used for personal necessity leave at the discretion of the employee.

17.3.2 To the extent that sick leave is used for personal necessity leave, the ten (10) day maximum Article 17.1.3 is limited proportionately. This limitation in no way alters accrued personal necessity leave.

### 17.4 Additional Days

17.4.1 Employees may request additional days of personal necessity leave.

17.4.2 These days shall be without pay.

17.4.3 Application will be made prior to leave.

17.4.4 Leave without pay may be approved at the discretion of the Superintendent or designee.

17.5 Employees may request, by phone, the appropriate office of the District to give an audit of earned and unused days applicable to this provision.

17.6. Employees may request a reduction in contract for personal reasons.

17.6.1 These days shall be without pay.

17.6.2 Application shall be made on the appropriate form (Appendix D) prior to the reduction.

17.7 A reduction in contract may be granted for up to twenty (20) working days.

17.8 A reduction in contract may be approved at the discretion of the unit member's immediate supervisor and the Superintendent or designee.

17.9 The District shall notify the Association when a reduction in contract has been approved which would result in a change in the deduction of dues of the affected employee.