

# Washington Unified School District

## ELECTION TO USE SICK LEAVE FOR PERSONAL NECESSITY

\*\*\*CERTIFICATED EMPLOYEES \*\*\*

Name \_\_\_\_\_ Date \_\_\_\_\_

Position/Location \_\_\_\_\_

Dates(s) upon which the personal necessity will occur/occurred \_\_\_\_\_

Per agreement between Washington Unified School District and Washington Teacher's Association, members of the bargaining unit may use seven (7) days of allowable sick leave in cases of personal necessity during one (1) school year. Unit members may petition the Human Resources Department for up to five (5) additional days, which may be awarded at the department's discretion as limited by 11.11.1.

Whenever possible, as a courtesy, a unit member's request to use personal necessity leave shall be submitted to the site administrator or designee on this form at least three (3) working days prior to the desired absence.

Unless it has been submitted previously, immediately upon return, the unit member shall complete this form and submit it to the Human Resources Department.

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### Personal Necessity Leave (Article 11.11.1):

- cases of death of a member of the immediate family, other relatives including foster parents, step-parents, and close personal friends; beyond the scope of Bereavement Leave Article 11.3
- in case of accident, illness or injury involving the unit member's personal property, or the personal property of a member of the immediate family, other relatives including foster parents, step parents, and close personal friends;
- to attend to legal matters;
- the birth or adoption of his or her child;
- in cases where the unit member is unable, in an emergency situation, to reach the assigned place of duty because of circumstances totally beyond control;
- for matters affecting the well-being of a unit member or the immediate family;
- for religious observances;
- attendance at weddings or ceremonies honoring the unit member or members of the immediate family.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Personnel Designee

\_\_\_\_\_  
Date

Sick Leave

Dock (Explanation: \_\_\_\_\_)

***Personal Necessity shall not be used for any reasons contained in Article 11.11.4 of the contract agreement.***