

## 1.0 Use of Personal Necessity Leave (Education Code §§ 87781.5 and 87784)

- 1.1 Short-Term Personal Necessity Leave may be used by an employee, but shall be a charge against paid sick leave. Personal Necessity Leave shall be limited to circumstances that are serious in nature, that the employee cannot reasonably be expected to disregard, that necessitate immediate attention, and that cannot be taken care of after work hours or on weekends. It is not intended for vacation or recreational activities.
  - 1.1.1 Personal Necessity Leave may be granted in advance for appearance in court when an employee is required to appear as a litigant or as a witness in excess of the day allowed for a Required Court Appearance Leave.
- 1.2 A maximum of seven (7) days of accumulated sick leave may be used in any school year for personal necessity leave.
- 1.3 In the event that the employee needs more than a Short-Term Personal Necessity Leave, Policy 9234 shall be in effect.

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LRCCD

Policy Adopted: 1/4/78  
Policy Revised: 2/18/81; 6/16/82; 12/9/98  
Policy Reviewed:  
Adm. Regulation [R-9233](#)