

1.0 Notification and Reporting of Leave

- 1.1 The employee shall submit a written request for Personal Necessity Leave to the immediate supervisor, normally within three (3) working days prior to the requested leave. Approval for the leave must be received from the supervisor prior to the commencement of the leave. When the leave cannot be anticipated, the employee is expected to notify the supervisor at the earliest reasonable opportunity.
- 1.2 Following the use of leave, the employee will submit a complete report of absence form, indicating the reason for Personal Necessity Leave taken and provide verification if requested by the supervisor.
- 1.3 If leave is taken for a court appearance, witness fees must be submitted to the District Business Services Office. Each day of necessary attendance in court, other than the date specified on the subpoena, must be certified by an authorized governmental agency and this verification submitted to the District Business Services Office.

LRCCD

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