

12.6. Personal Leave

12.6.1 A teacher may use up to a maximum of nine (9) days of accumulated sick leave annually in cases of personal necessity listed in Section 12.6.2 below. Whenever possible, a request for this leave shall be made in writing to the immediate supervisor prior to taking the leave or in any event no later than twenty-four (24) hours following the start of the personal leave. A teacher may be required to further substantiate the need for such leave.

12.6.2 Personal Leave may be used for reasons such as:

- Appointments to see a lawyer
- Wedding in the family
- Religious observance
- To attend professional conferences
- To attend an educational event for a minor child or dependent
- Emergencies
- Death of a member of the teacher's immediate family
- Serious or critical illness of a member of the immediate family
- Appearance in court as a litigant
- An occurrence of an accident involving the teacher's person or property or the person or property of a member of the immediate family
- In the case of death of a member of the teacher's immediate family, such leave may be in addition to normal bereavement leave.

It is understood that Personal Leave is for instances of personal need, not for recreational purposes, vacation, travel, or that which is related to activity for which the teacher may receive additional remuneration. The District may request the reason for Personal Leave days if there is reasonable doubt regarding this use.

12.6.3 In the event such Personal Leave absences extend beyond the nine (9) days available, additional approved absences shall be deducted from salary. The amount of the deduction shall be the number of working days absent times the daily rate of pay. The daily rate of pay for teachers shall be the annual salary divided by the number of days in the annual school year as defined in California Code of Regulations 13520.