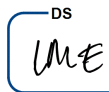


**Tentative Agreement****9/27/23****New Language****CSEA**

**WJUSD**

**APPENDIX F****Woodland Joint Unified School District****Absence Verification Form for Personal Necessity****Please submit completed form to Human Resources**

Employee Name:	
Site:	Job Title:

Under Article 14.2.3 of the CSEA Contract, *advance notification* (at least twenty-four (24) hours) to the immediate supervisor must be provided for a classified employee to be eligible to use personal necessity leave for Reasons #3, #5, #6, #7, and #8 listed below, unless it is an emergency. Advance notice is not required for Reasons #1, #2, and #4 listed below).

**Instructions:**

This form is used by the employee to verify the reasons for the use of Personal Necessity (PN)

*Advance notification* is made by reporting the absence in Frontline.

This form is to be completed by the employee to verify the use of Personal Necessity (PN).

Please note that PN is deducted from available sick leave.

<b>Date(s) of Absence:</b>	
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Select appropriate reasons:

- ☐ 1. Death of a member of the employee's immediate family when additional leave is required beyond that provided in Bereavement Leave section. (Advance notice when feasible.)
- ☐ 2. Accident or illness involving the bargaining unit member's person or property or the person or property of a member of their immediate family. (Advance notice when feasible)

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<sup>DS</sup>  
  
CSEA

<sup>DS</sup>  
  
WJUSD

- ☐ 3. Appearance in any court as a litigant, or as a witness under an official order.(Advanced notice required.)
- ☐ 4. Emergency which is beyond the control of the bargaining unit member or for such other reasons of compelling personal importance. (Advance notice when feasible.)
- ☐ 5. Observances of religious holidays or civil obligations which cannot be conducted before or after the workday. (Advance notice required.)
- ☐ 6. Matters pertaining to personal welfare. (Advanced notice required.)
- ☐ 7. Compelling personal matters that cannot be conducted after the work day, such as attending to a child's educational needs, appointments with professionals (attorneys, accountants, etc.), and attendance at immediate family weddings. (Advanced notice required.)
- ☐ 8. Personal necessity without verification ("**No-tell**" days). **Employees who have attained permanent status** may use up to 4 of the 7 days of personal necessity per year, provided sick leave is available). 24-hours prior notification required. Site administrator may limit the number of employee who may use this leave on any one day.

<b>Signature:</b>	
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