JURUPA UNIFIED SCHOOL DISTRICT

EDUCATION CENTER 4850 Pedley Road Riverside, CA 92509 (951) 360-4100

BOARD OF EDUCATION Carl E. Harris, President Mary L. Burns, Clerk Dawn E. Brewer John J. Chavez Michael A. Rodriguez SUPERINTENDENT Elliott Duchon

Date: November 8, 2007

To: All Employees

From: Tamara El/19/Assistant Superintendent of Personnel Services

Re: Personal Necessity Leave

Last year, the Agreements reached with CSEA and NEA-J changed the personal business/personal necessity leave provisions in both Collective Bargaining Agreements. These changes will extend to management employees. We believe that these changes offer more flexibility to all employees and should make it easier for employees to utilize personal necessity days.

You will find attached a copy of the new "Personal Necessity Leave Request" form. This form will be available at every school site and the Personnel Office. All requests for Personal Necessity will need to be submitted on this form. The new form does not require an explanation for the personal necessity request. However, it is important to review the leave sections of your Collective Bargaining Agreement to understand the requirements for approval of a personal necessity leave. Those requirements are summarized below:

- Personal necessity leave cannot be available primarily for purposes of personal convenience, the extension of a holiday or a vacation period, matters which reasonably can be taken care of outside work hours, or recreational activities per both Collective Bargaining Agreements.
- 2. You must have advanced permission/approval of personal necessity days before being absent from duty with the exception of an emergency as outlined in both Collective Bargaining Agreements. All personal necessity days must be approved through the Assistant Superintendent of Personnel Services or the Director of Classified Personnel.
- 3. The District can request specific information regarding the nature of the personal necessity request if there is reason to believe the leave request does not qualify as personal necessity as defined in the Collective Bargaining Agreements.

We hope this clarifies some of the concerns surrounding the changes in personal necessity leave. It is our hope that these negotiated changes will be a great benefit to our employees. If we can provide any additional information, please do not hesitate to contact the Personnel office.

