

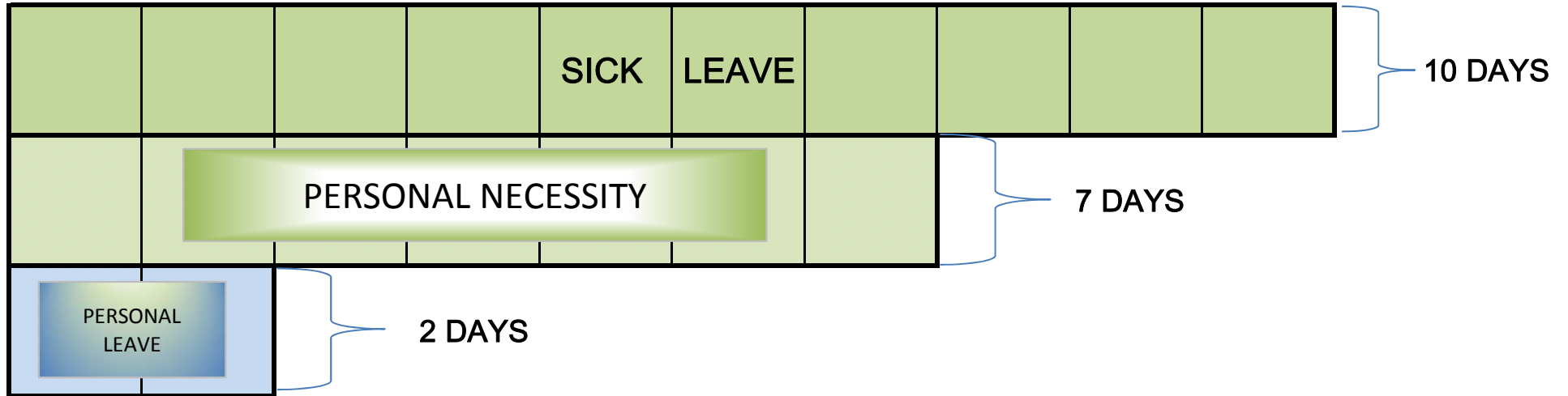
Certificated (CITA)

Leaves Overview

	PERSONAL (PLC)	PERSONAL NECESSITY (PN)	SICK
GRANT PER YEAR	2 DAYS CONTINGENT	7 DAYS	10 DAYS
CARRY/OVER	MAX 3	NONE	UNLIMITED
ELIGIBLE USE	No restrictions	Death of immediate family member* (beyond bereavement time); accident of self/property, or immediate family member's person or property; serious illness of immediate family member; appearance in court (other than for misconduct); care for a newly adopted or newborn child; other necessities which cannot be reasonably disregarded.	Employee illness or injury; pregnancy/miscarriage/childbirth & recovery therefrom.
TERMS	Balance of days to begin the school year is limited to 5 (includes carry over and grant.)	Limit is 7 days to use per year. Personal Necessity days used plus Personal PLC days used cannot exceed 7 in total.	3 or more days may require a doctor's note stating the nature of the illness and the date the employee is able to return to work.
	Not available for use if 7 Personal Necessity days have been used.	Limit is 3 days for care of newly adopted/newborn child.	
		Limit of 2 days per year can be used for "other" reason(s). Request must be made in advance and is contingent on approval of the Principal & Superintendent.	
SUB-CATEGORY EXPLANATION	Personal use reduces Personal Necessity by the exact amount used in order to ensure total combined time used does not exceed 7 days within the year.	PN provides ability to use Sick Leave for reasons other than employee illness or injury.	
	PLC usage is limited to the balance of Personal Necessity Leave available.	PN use reduces Sick Leave by the exact amount used.	
		PN usage is limited to the balance of Sick Leave available.	

***Immediate Family Defined:** parent, step-parent, grandparent, aunt, uncle, niece, nephew, grandchild, spouse, child, son or daughter-in-law, sibling, or live-in relative

ANNUAL GRANT



NOTES:

- MUST HAVE COLUMN ABOVE TO USE COLUMN BELOW
- COMBINED USE OF PERSONAL LEAVE & PERSONAL NECESSITY CANNOT EXCEED 7 DAYS WITHIN THE SAME YEAR