

# ADMINISTRATIVE REGULATION 4080

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PERSONAL NECESSITY LEAVE FOR ACADEMIC ADMINISTRATORS AND CLASSIFIED ADMINISTRATORS/MANAGERS

### PERSONAL NECESSITY REASONS

1. Death of a member of the immediate family. The immediate family includes the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or a former spouse of the employee, registered domestic partner, or any relative living in the immediate household of the employee. This leave would be in addition to normal bereavement leave.
2. An accident involving a person or property, or the person or property of a member of the immediate family. The accident shall be of such an emergency nature that the immediate presence of the employee is required during the work day.
3. Appearance in court as a litigant or as a witness under an official order.
4. Serious or critical illness of a member of the immediate family. The illness should be such that it requires the services of a physician, and of such an emergency nature that the immediate presence of the employee is required during the work day.
5. Compelling personal importance. Additional proof may be required to substantiate a personal necessity leave claimed under this reason.

The employee shall request approval of such leave through the appropriate District electronic procedure.

Additional proof may be required to substantiate any employee's claim for a leave of personal necessity.

Pursuant to Labor Code, an employee may use the amount of sick leave he or she earns in six months to care for a parent, spouse, registered domestic partner, or child with an illness. All conditions and restrictions placed by the District upon the use by an employee of sick leave also shall apply to the use by an employee of sick leave for purposes of this paragraph. The number of sick leave days available for purposes of this paragraph are in addition to the days which may be used for purposes of personal necessity leave.

Adopted: 11-18-88                      Revised: 04-30-12  
Revised: 08-15-91                      Revised: 01-10-19  
Revised: 08-30-99

Personal Necessity Leave must be reported through the District's electronic procedure and forwarded to the Payroll Department for the appropriate payroll reporting period.

All Personal Necessity Leave days are charged against paid sick leave allotment, and shall not exceed a total of seven (7) days per year.

HOLIDAYS/RELIGIOUS OBSERVANCES

1. Holiday observances for employees of the South Orange County Community College District shall be those recognized and authorized by the Board of Trustees in the adoption of the academic calendar.
2. The District shall afford "reasonable accommodation" to an employee's religious practices.
3. The Chancellor or designee may grant employees up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.
- 4.. An employee desiring to observe a religious holiday (other than those recognized by the Board of Trustees) is entitled to use a day of Personal Necessity Leave for such purposes.
5. Advance notice for Personal Necessity Leave for religious holidays/observances shall be given as provided in the academic and classified agreements and Board Policy 4080.

*References:*

*California Education code, Sections 87781.5, 87784, 88194, and 88207  
Labor Code, Section 233, 230.7, 230.8 and 230.(g)*

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