



UTLA
(UNITED TEACHERS OF LOS ANGELES)
Bereavement, Kin Care, & Personal Necessity Summary Sheet

This summary sheet is for informational purposes only and does not modify or change District Policy, Administrative Regulation, Personnel Policy Guides, any Collective Bargaining Agreement (CBA), or Federal/State law. Where there is a conflict between the information contained in this summary sheet and the CBA, the contract will prevail. Please refer to the CBA and/or District policy bulletins for specific benefits and provisions.

LEAVE TYPE	LEAVE REASON & ABSENCE CODE(S)	ELIGIBLE FAMILY MEMBER AND/OR QUALIFYING EVENT
BEREAVEMENT	Death (BV)	<ul style="list-style-type: none"> Immediate Family (See Definition Below): If acceptable proof of death and relationship is provided and commences within ten (10) calendar days of the death. If more than one such death occurs simultaneously, the absences may be taken consecutively.
	Domestic Violence, Sexual Assault, or Stalking Victim (KC)	<ul style="list-style-type: none"> Employee: To obtain temporary restraining order, restraining order, or other injunctive relief, to help ensure health, safety or welfare of victim: BUL-6585.1
KIN CARE	Illness (KC, FCKC), Preventive Care (KC)	<ul style="list-style-type: none"> Child (Including Step, Foster), Domestic Partner, Grandchild, Grandparent, Sibling, Spouse, Parent (Including In-Laws)
	Accident (PN)	<ul style="list-style-type: none"> Employee, Immediate Family (See Definition Below): Person or property
PERSONAL NECESSITY	Birth and/or Child Adoption (PN, FCPN)	<ul style="list-style-type: none"> Employee (Birth or adoption of a child) BUL-1205.4
	Child Suspension (PN)	<ul style="list-style-type: none"> Child, Ward: To meet with school administrator as required by Section 48900.1 of the Education Code
	Conference or Convention Attendance (PN)	<ul style="list-style-type: none"> Employee (Authorized by District; Pursuant to Section 19.0 of Article XII)
	Court Appearance as Litigant or Non-Litigant Witness under Subpoena (PPN, PUP)	<ul style="list-style-type: none"> Employee (Required: Written Request of 5 Working Days or More; Court certification of appearance; Witness fees shall be remitted to the District; Return to work when it is not necessary to be absent the entire day)
	Death (PN)	<ul style="list-style-type: none"> Immediate Family (See Definition Below): When time in excess of Bereavement is required Close friend or relative: Not included in the definition of immediate family
	Imminent Danger to Home (PN)	<ul style="list-style-type: none"> Employee (Occasioned by Disaster such as flood, fire, or earthquake)
	Other Significant Event of Compelling Nature (PN)	<ul style="list-style-type: none"> Employee (Event compelling in nature, demanding employee's attention, and cannot be reasonably expected to disregard – Limited to one (1) occasion in any school year)
	Religious Holiday of Employee's Faith (PPN, PUP)	<ul style="list-style-type: none"> Employee (Required: Written Request of 5 Working Days or More)
	Serious Illness (PN, FCPN)	<ul style="list-style-type: none"> Immediate Family (See Definition Below): BUL-1205.4
	School Activities (SAPN, SAUP) -Up to 4 hours paid; 36 hours of accrued vacation or unpaid -Not to exceed 8 hours per calendar month; 40 hours per school year	<ul style="list-style-type: none"> Child, Grandchild, Ward: Attending school activities of students Pre-K through 12th grade (Required: Written Request of 5 Working Days or more; Written verification from the school visited)

Immediate Family is defined as the Following Relatives of the Employee:

- Spouse (Including Cohabitant Equivalent of Spouse)
- Parent (Includes In-Laws, Step, Foster, & of Cohabitant Equivalent of Spouse)
- Grandparent (Includes In-Laws, Step, Foster, & of Cohabitant Equivalent of Spouse)
- Grandchild (Includes Step, of Spouse, & of Cohabitant Equivalent of Spouse)
- Child (Includes Step, Foster, & of Cohabitant Equivalent of Spouse)
- Brother, Sister
- Daughter-In-Law/Son-In-Law
- Any relative living in the immediate household

Employees are entitled to three (3) days of Bereavement per qualifying event (if travel out of state is required and requested, an additional two (2) days shall be granted), six (6) days of Kin Care (KC) per calendar year, and six (6) days of Personal Necessity (PN) per fiscal (school) year.

Bereavement, Kin Care, and Personal Necessity are compensatory leaves of absence. Kin Care and Personal Necessity are deducted from and may not exceed the number of full-pay illness hours to which the employee is entitled. Personal Necessity shall not be granted during a strike, demonstration or any work stoppage involving the Union.