



**AALA – CERTIFICATED  
(ASSOCIATED ADMINISTRATORS 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"> <li>▪ Immediate Family (See Definition Below): If acceptable proof of death and relationship is provided and commences within twelve (12) months of the death. If more than one such death occurs simultaneously, the absences may be taken consecutively.</li> <li>▪ For absence by reason of official notice in time of war that an Immediate Family member (See Definition Below) is missing in action or being returned by the armed forces for internment in this country.</li> </ul>
	Domestic Violence, Sexual Assault, or Stalking Victim (KC)	<ul style="list-style-type: none"> <li>▪ Employee: To obtain temporary restraining order, restraining order, or other injunctive relief, to help ensure health, safety or welfare of victim BUL-6585.1</li> </ul>
KIN CARE	Illness (KC, FCKC), Preventive Care (KC)	<ul style="list-style-type: none"> <li>▪ Child (Including Step, Foster), Domestic Partner, Grandchild, Grandparent, Sibling, Spouse, Parent (Including In-Laws)</li> </ul>
	Accident (PN)	<ul style="list-style-type: none"> <li>▪ Employee, Immediate Family (See Definition Below): Person or property</li> </ul>
PERSONAL NECESSITY	Birth and/or Child Adoption (PN, FCPN)	<ul style="list-style-type: none"> <li>▪ Employee (Birth or adoption of a child) BUL-1205.4</li> </ul>
	Child Suspension (PN)	<ul style="list-style-type: none"> <li>▪ Child, Ward: To meet with school administrator as required by Section 48900.1 of the Education Code</li> </ul>
	Comprehensive Physical Exam (PN)	<ul style="list-style-type: none"> <li>▪ Employee: During non-instructional or another time approved by administrator (Required: Verification of examination)</li> </ul>
	Conference/Convention Attendance (PN)	<ul style="list-style-type: none"> <li>▪ Employee: (Authorized by District; Pursuant to Section 10.0 of Article XI)</li> </ul>
	Court Appearance as Litigant or Non-Litigant Witness under Subpoena (PPN, PUP)	<ul style="list-style-type: none"> <li>▪ Employee: (Required: Written Request of five (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)</li> </ul>
	Death (PN)	<ul style="list-style-type: none"> <li>▪ Immediate Family (See Definition Below): When time in excess as provided under Bereavement leave is required</li> <li>▪ Close friend or relative: Not included in the definition of immediate family</li> </ul>
	Imminent Danger to Home (PN)	<ul style="list-style-type: none"> <li>▪ Employee: Occasioned by Disaster such as flood, fire, or earthquake</li> </ul>
	Other Significant Event of Compelling Nature (PN)	<ul style="list-style-type: none"> <li>▪ Employee (Event compelling in nature, demanding employee's attention, and cannot be reasonably expected to disregard – Limited to two (2) occasions in any school year)</li> </ul>
	Religious Holiday of Employee's Faith (PPN, PUP)	<ul style="list-style-type: none"> <li>▪ Employee: (Required: Written Request of five (5) Working Days or More)</li> </ul>
	Serious Illness (PN, FCPN)	<ul style="list-style-type: none"> <li>▪ Immediate Family (See Definition Below) BUL-1205.4</li> </ul>
School Activities (SAPN, SAUP)	<ul style="list-style-type: none"> <li>▪ Child, Grandchild, Ward: Attending school activities for students, pre-K through 12<sup>th</sup> grade as provided by Section 230.8, Labor Code: (Required: Written Request of five (5) Working Days or more; Written verification from the school visited)</li> </ul>	
	-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	

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

- Spouse (Includes Cohabitant Equivalent of Spouse)
- Parent (Includes In-Laws, Step, Foster, & of Cohabitant Equivalent of Spouse)
- Grandparent (Includes In-Laws, Step, & of Cohabitant Equivalent of Spouse)
- Grandchild (Includes of Spouse, Step, & of Cohabitant Equivalent of Spouse)
- Child (Includes of Spouse, 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 (BV) per qualifying event (if traveling 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.

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