



**PERSONNEL COMMISSION
(PC RULE 800 & 807)**

Bereavement, Kin Care, & Personal Necessity Summary Sheet

This summary sheet is for informational purposes only and does not modify or change District Policy, Personnel Commission (PC) Rules, or Federal/State law. Where there is a conflict between the information contained in this summary sheet and the Personnel Commission Law and Rules, the PC Rules will prevail. Please refer to the PC rules, 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): Must commence within ten (10) calendar days of death. If more than one such death occurs simultaneously, the absences may be taken consecutively. Employee shall furnish evidence acceptable to the immediate supervisor upon request.
	KIN CARE	Domestic Violence, Sexual Assault, or Stalking Victim (KC, PN)
PERSONAL NECESSITY		Illness (KC, FCKC), Preventive Care (KC)
	Accident (PN)	<ul style="list-style-type: none"> Employee, Immediate Family (See Definition Below): Person or property (Excluding industrial accident/illness leave)
	Birth and/or Child Adoption (PN, FCPN)	<ul style="list-style-type: none"> Employee (Birth or adoption of a child): BUL-1205.4
	Automobile Failure: Verifiable (PN)	<ul style="list-style-type: none"> Employee: Up to 2 hours if vehicle is required for work purposes on that day
	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/Convention Attendance (PN)	<ul style="list-style-type: none"> Employee: (According to District standards, but where other paid absence is denied)
	Court Appearance as Litigant, Party, or Witness under Subpoena or Any Order (PPN, PUP)	<ul style="list-style-type: none"> 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)
	Death (PN)	<ul style="list-style-type: none"> Immediate Family (See Definition Below): When time in excess as provided under Bereavement leave is required. Funeral of close Friend or Relative (Not Included in Immediate Family): Up to two (2) occasions (cumulative total of eight (8) hours) per school year
	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)
	Registration or Final Examinations (PN)	<ul style="list-style-type: none"> Employee: District-recognized institutions of higher learning (One (1) day; Verification may be required by the appropriate administrator)
	Religious Holiday of Employee's Faith (PPN, PUP)	<ul style="list-style-type: none"> Employee: (Required: Written Request of five (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) -PN, 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 for students, K through 12th 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) 	

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

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

Employees are entitled to three (3) days of Bereavement per qualifying event (five (5) if travel out of state or more than 200 miles one-way is required and requested), six (6) days of Kin Care (KC) per calendar year, and seven (7) 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 vacation or leave of absence.