



**UNIT D – CSEA**  
**(OFFICE-TECHNICAL & BUSINESS SERVICES)**  
**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, 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, if requested, and commences within ten (10) calendar days of notification of the death. If more than one such death occurs simultaneously, the absences may be taken consecutively.</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	Automobile Failure: Verifiable (PN)	<ul style="list-style-type: none"> <li>Employee: Up to 2 hours if vehicle is required for work purposes on that day</li> </ul>
	Birth of a Child (PN, FCPN)	<ul style="list-style-type: none"> <li>Employee (Birth of employee’s 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>
	Court Appearance as Litigant or Non-Litigant Witness under Governmental Order (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>Brother-In-Law, Sister-In-Law, Sibling of Cohabitant Equivalent of Spouse, Immediate Family (See Definition Below)</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 one (1) occasion 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) -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"> <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>

**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 (Including 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 traveling out of state or more than 200 miles one-way is required and requested, an additional two (2) days shall be granted), 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 strike, demonstration or any work stoppage involving CSEA.