



**UNIT J – AALA
(CLASSIFIED MANAGERS)**

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"> Immediate Family (See Definition Below): If acceptable proof of death and relationship is provided, if requested, and commenced within ten (10) calendar days of notification of the death. If more than one such death occurs simultaneously, the absences may be taken consecutively.
KIN CARE	Domestic Violence, Sexual Assault, or Stalking Victim (KC)	<ul style="list-style-type: none"> Employee: To obtain temporary restraining order, restraining order, or other injunction relief, to help ensure health, safety or welfare of victim BUL-6585.1
	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)
PERSONAL NECESSITY	Accident (PN)	<ul style="list-style-type: none"> Employee, Immediate Family (See Definition Below): Person or property
	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
	Citizenship of the United States (PN)	<ul style="list-style-type: none"> Employee: To be sworn in as a US Citizen
	Court Appearance as Litigant or Non-Litigant Witness under Governmental 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) 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 two (2) occasions in any school year)
	Professional Development (PN)	<ul style="list-style-type: none"> Employee: Pursuant to Article XIX, Section 1.0 (a) (Required: Written Request of five (5) Working Days or More; Up to two (2) days)
	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) -Up to 1 day paid; Additional hours use 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, pre-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:

- Spouse (Includes Cohabitant Equivalent of Spouse)
- Parent (Includes In-Law, Step, Foster, & of Cohabitant Equivalent of Spouse)
- Grandparent (Includes In-Law, & Step)
- Grandchild (Includes of Spouse, & Step)
- Child (Includes In-Law, Step, & Foster)
- 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 the Union.