

CBA Tip: *Personal Necessity Leave*

Faculty can use up to six days per year of earned sick leave for personal necessity purposes. Personal necessity is defined as unavoidable in nature, beyond the faculty member's immediate control, and not solely for their personal convenience. **Article F.10.0** further details the use of personal necessity leave for any of the following reasons:

- Death of a member of the immediate family when additional leave is required beyond that provided by Board policy.
- Serious illness of a member of the immediate family.
- Accident involving the contract or regular faculty's person or property or the person or property of their immediate family, including unavoidable transportation delays.
- Unavoidable family commitments.
- Emergency administration of estate problems relative to the immediate family.
- Observation of a day(s) of religious significance.
- Appearance in court as a litigant, witness, party or under official order other than subpoena or jury duty.
- For faculty members who have been victims of domestic violence, sexual assault or stalking.
- Other personal emergency or necessity leave: Any other significant event, personal to the faculty member, for which other paid leave of absence is not permitted; and which, under the circumstances, the faculty member cannot reasonably be expected to disregard; and which requires the immediate attention of the faculty member during their regularly scheduled work hours. The faculty member may make this request either to their dean or to the Human Resources Department, in writing, and describe the reason for the need for leave. If the request is made to Human Resources, HR will consult with the faculty member's department to determine whether the operational needs of the department will allow for the leave.

The article also provides for making requests outside of these items to one's dean or HR for other significant events, and should more than 6 days be needed in a year, the Board may grant a waiver of this limitation. If you ever need to exercise either of these types of exceptions, please contact the FA for assistance.