

Article 10.8: Personal Necessity Leave

Newly Negotiated Leave Language - See #2 below: Discretionary Personal Necessity Leave

Personal Necessity Leave & Discretionary Personal Necessity Leave: A maximum of seven (7) days per year can be used for Personal Necessity Leave. Personal Necessity Leave is charged against the unit member's accrued sick leave. There are two (2) categories of Personal Necessity Leave as follows:

1) Personal Necessity Leave:

- **Death** of a member of the immediate family*. This is in addition to normal bereavement leave.
- **Accidents** involving the person or the person's property, or the person or property of a member of the immediate family (as defined) of such an emergency nature that the immediate presence of the unit member is required during the workday.
- **Illness** of a member of the immediate family*, and of such a nature that the immediate presence of the unit member is required during the workday. An attending physician's or practitioner's verification of the immediate family member's illness may be required if the unit member requests to be absent more than two (2) consecutive days.

2) Discretionary Personal Necessity Leave (DPNL): Provided that qualified substitutes are available, employees may use DPNL days. DPNL days are days unit members may use at their own discretion. The number of days is based on accumulated Sick Leave available as of August 1st. DPNL days may not be accumulated or carried over from year to year.

Accumulated Sick Leave Days as of August 1 st (Inclusive of allocation for the new school year.)	Earned Discretionary Personal Necessity Leave
1-30	3 Days
31-60	4 Days
61-100	5 Days
101+	7 Days

Examples of reasons for which Personal Necessity and DPNL leave shall not be utilized are: political activities or demonstrations, vacation, recreation or social activities, extension of a school holiday or vacation, a convention related to such member's avocation, civic or organizational activities, unit member's Association activities, spouse's business, profession or avocation or pursuit of business interest or other employment.

DPNL Calculator:

Accumulated Sick Leave Hours ÷ Hours per Day= Accumulated Sick Leave Days

FTE 1.00: Ex: 280 Accumulated Sick Leave Hours ÷ 7 hpd = 40 Accumulated Sick Leave Days. This would equate to 4 DPNL days.

FTE .50 Ex: 280 Accumulated Sick Leave Hours ÷ 3.5 hpd = 80 Accumulated Sick Leave Days. This would equate to 5 DPNL days.