

WHAT IS PERSONAL NECESSITY ABSENCE OR FLEX TIME AND WHEN CAN IT BE USED?

Periodically, employees are faced with situations that necessitate their absence from work, but these occurrences do not fall under the guidelines for illness, bereavement or other specific types of absences. Many times, employees are tempted to classify these absences as personal necessity when they do not meet the criteria for such. AALA members are reminded to only use or approve personal necessity when appropriate according to the language in the Certificated Contract Article XI, Section 5.0 and Unit J Contract Article XI, Section 13.0; also, note that only six days of such time can be used per school year. Below is a listing of the situations that may deem the use of personal necessity time:

1. *Death of a close friend or relative not included in the definition of immediate family*
2. *Time needed for the death of an immediate family member that is in excess of the contractually provided amount.*
3. *Serious illness of an immediate family member.*
4. *Accident involving the employee or his/her property or that of an immediate family member.*
5. *Birth or adoption of a child.*
6. *Religious holiday.*
7. *Imminent danger to the employee's home due to a disaster, such as, flood, fire, or earthquake.*
8. *Appearance of the employee in court as a litigant or witness under subpoena.*
9. *Approved conference or convention attendance.*
10. *Attendance at the employee's own child's or wards's school because of suspension.*
11. *Attendance at the employee's child's, ward's or grandchild's school for activities, with at least five days notice.*

In addition, side letters were signed with the District that added:

... an employee shall be granted a paid personal necessity absence when ... [any] other significant event of a compelling nature to the employee, the gravity of which is comparable to the above, which demands the personal attention of the employee during assigned hours and which the employee cannot reasonably be expected to disregard, limited to one (1) occasion in any school year. This addition will allow AALA members to attend weddings, graduations and other significant events without having to misrepresent the reason for their absence.

AALA members are also reminded of the availability of **flex time** that may be used when time is needed that does not meet the guidelines for personal necessity.

UNIT J: Article IX, Section 2.2—*When the work demands involve significant extended hours of work within a given pay period, flexible reduced hours in the same or following pay period may be taken with the prior approval of the immediate supervisor, so long as such absence does not interfere with the continued operational obligations of the employee, work unit or District. If such time can be accommodated, it will be scheduled by the supervisor in consultation with the employee.*

CERTIFICATED: Article X, Section 1.3—*When the schedule of the administrator involves extended work hours on a given day, flexible work hours on a subsequent day may be taken with*

the prior approval of the immediate supervisor. Upon request of the administrator (go to [Sample Log For Administrator](#)), the immediate supervisor must provide the administrator with a time within which to schedule the flexible work hour. Such time shall fall within fifteen (15) working days of the date of the administrator's request. Any failure by the immediate supervisor to provide such time within the 15 days shall be grievable by the administrator.