

Absences & Leaves

Sick Leave and Personal Necessity

Employees are credited with the total amount of their sick leave for the year on July 1. Sick leave may be carried over to subsequent years and there is no maximum on the total accrual. Employees who retire under STRS or PERS may have the sick leave they've accrued applied as service credit at the time of retirement. All school employees who are vested in STRS or PERS have this option.

Extended sick leave

An employee who is absent less than 60 days due to a non-work-related illness or injury may use accrued sick leave to cover the absence. If the accrued sick leave is exhausted, the employee may use other accrued paid leave, if any, to cover the absence. After 60 calendar days, the employee may qualify for long-term disability.

Personal necessity leave

“Personal necessity” is defined as a situation that requires an employee to be absent from work to attend to matters that can't be accomplished during the work day. When you take personal necessity leave, the hours used are subtracted from your sick leave balance. Thus, personal necessity is considered a form of sick leave and any hours used reduce your sick leave balance.

Personal necessity limits remain constant from year-to-year. There is no accrual or carryover of this type of leave.

- **Certificated Employees:** Certificated employees may use up to 10 days per year of regular sick leave for personal necessity. ASCOE-represented employees do not have to provide a specific reason beyond “personal necessity” for five of the 10 days allowed annually.
- **Classified Employees:** Classified employees may use up to 7 days per year of regular sick leave for personal necessity. The SEIU contract and Merit Rules give examples of appropriate uses of personal necessity. SEIU employees may use 2 of their personal necessity days without giving an explanation of the absence, but must provide an explanation when using the other 5 days. This explanation should be included in the “Notes to Administrator” when requesting personal necessity leave via Aesop.

Requesting sick leave or personal necessity

All sick leave and personal necessity leave requests should be submitted via Aesop by calling 1 (800) 942-3767 or online at www.aesoponline.com.