

City Manager's Office
Administrative Order No: 017
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Approved by Willis A. Casey
City Manager

Subject: Use of Personal Necessity Leave

Purpose:

Clarify the appropriate use of sick leave as personal necessity leave.

Policy:

The Memoranda of Understanding and Department Director Benefit Booklet all include a provision for Personal Necessity Leave. These documents read "personal necessity shall mean the employee requests leave from work to attend to personal business that cannot be dispensed with off duty."

As this language states, personal necessity is to be used to attend to personal business. Personal business is not interpreted to mean another vacation day, or a "mental health" day. Personal business includes such things as:

- Appointments with professionals who are only available during normal business hours (i.e., attorneys, financial advisors, teachers, etc.).
- Business with an entity that is only open during normal business hours (i.e., Department of Motor Vehicles, mortgage lenders, title companies, other government agencies, etc.).
- Unforeseen emergencies.

In accordance with the MOUs, all requests for Personal Necessity Leave shall be made in advance and shall be reviewed and approved/disapproved by the Department Director. In the event of an unforeseen emergency, employees may verbally request Personal Necessity Leave and submit an official Request for Leave form upon their return to work.

Notes:

1. Employees may use regular sick leave for doctor's appointments for themselves, or for their child, spouse, parent or domestic partner under the California Kin Care provisions.
2. The above examples are illustrative, not all inclusive.