

Los Rios Community College District

Updated April 2009

Personal Business and Personal Necessity Leaves

Faculty and Classified Employees

The following is intended as a guide for some of the appropriate uses of Personal Business (PRB) and Personal Necessity (PRN) leave. When reading the following, please keep in mind the number of hours in a "day" for faculty employees corresponds with the hours required in a workday (e.g. - for regular faculty a day equates to four hours, seven hours for a counselor, etc.). For full-time classified employees, a day consists of eight hours.

Personal Necessity Leave

Depending on the collective bargaining contract, six (faculty) or seven (classified) days of accrued sick leave may be used during any academic/fiscal year for personal necessity reasons. Personal necessity leave shall be limited to circumstances that are serious in nature that the employee cannot reasonably be expected to disregard, that necessitate immediate attention, **and** that **cannot** be taken care of outside work hours or on weekends.

Examples of appropriate use of PRN include (those categories underlined could also qualify as PRB):

- Religious observances of the employee's faith.
- Death or illness of a member of his/her immediate family. The illness need not be 'serious' to use PRN.
- Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.
- Imminent danger to home of employee when the danger requires the attention of the employee during his/her assigned hours of duty. Such danger may be occasioned by flood, fire, earthquake or be of other serious nature, and under such circumstances as cannot reasonably be disregarded by the employee. An example would be an employee is having a repair person come to the house due to a broken gas line on a stove.
- To supplement critical illness leave.
- To supplement court appearance leave when employee is required to appear as litigant or as a witness when the appearance is not brought about by the misconduct of the employee.
- To supplement bereavement leave, or to attend the funeral of a very close friend/relative that does not meet the "immediate family" definition. The relationship should be such that the employee could not reasonably expect to miss the funeral (e.g. - a coworker, a very close niece).
- Medical and dental appointments of the employee's dependents that cannot be reasonably scheduled at times other than working hours.
- Inability to get to one's assigned place of duty because of last minute transportation failure (mechanical) or prohibitive weather.
- *Emergency/unplanned* day care need - the daycare center or provider is unexpectedly unable to care for the employee's dependent. Vacation or a loss of pay would be appropriate if the employee knows in advance that the day care services will not be available (e.g. -Veteran's Day is observed on a Monday at Los Rios and on Tuesday at the day care center; the day care provider is on vacation), as the employee had time to plan for such an event.

REMINDER:

- As indicated in the instructions on the back of the absence report, indicate the *general nature* of the Personal Necessity use. General nature means to the extent outlined in the collective bargaining agreement. Absence reports without such information will be returned for this information.
- It is the supervisor's responsibility to monitor the number of Personal Necessity days used. PeopleSoft does not have the capability to track these days as PRN comes out of an employee's sick leave balance.

Personal Business Leave

Each full-time contract/regular employee may be granted a maximum of two days per fiscal year to resolve business-type matters which require attention during work hours and which are the responsibility and rightful concern of the individual. Personal business leave is to be used for activities that the employee **could not** reasonably be expected to accomplish during non-duty times.

Examples of appropriate leave include

- Financial or legal appointments.
- Examples underlined above under PRN.
- Parent/teacher conferences for child or other required school activities. If the leave use is due to parent participation requirement, a note from the school or a portion of the parent handbook indicating the volunteer work is required during working hours must accompany the absence report. This would be reported as PRN, not PRB.
- Attendance at a doctoral program orientation, dissertation defense or graduation ceremony.

Inappropriate Uses of Personal Necessity/Business Leave

- To supplement sick leave in an effort to minimize the use of accumulated sick leave while keeping employee in paid status.
- Personal or professional travel or recreational activities.
- Political-type activities.
- Grooming appointments for the employee, employee's family member, or for an animal.
- Attending a child's recreational or sports activities (e.g. – baseball game).

If revising an absence report between PRB and PRN, please indicate the nature of the absence. Although a reason is typically not required for PRB, PRB and PRN are interchangeable in limited situations, and stating the general nature of the absence will help the Employee Benefits department document the appropriateness of the revised report.