

**Management, Supervisory and Confidential
Personnel**

AR 4361.2(a)

PERSONAL LEAVES

Paid Leaves

Bereavement Leave

Management, supervisory and confidential personnel utilizing the provisions of bereavement leave shall notify their immediate supervisor as soon as possible.

Management, supervisory and confidential personnel utilizing bereavement leave will follow the same procedure as is followed for sick leave.

Management, supervisory and confidential personnel returning from bereavement leave shall complete the district's absence form.

Judicial and Official Appearance Leave

As soon as possible after receiving an official order to report for jury duty or to appear as a witness, the management, supervisory and confidential employee will submit a request for Judicial or Official Appearance Leave accompanied by a copy of the official order.

Verification of the days actually spent on jury duty or as a witness must be provided the business department.

Any compensation received from the court for service as a juror or as a witness must be endorsed over to the District. The employee will continue to receive his/her regular pay, as determined in BP 4361.2, while on approved Judicial and Official Appearance Leave. Mileage, parking fees, and meal allowances, if provided, are not to be considered a part of the compensation received from the courts.

On any day when employees on Judicial and Official Appearance Leave are dismissed early, they are expected to return to the District, providing they could render a reasonable amount of service.

Personal Necessity Leave

If management, supervisory and confidential personnel know in advance that they will be absent for personal necessity, they will notify their immediate supervisor at the earliest possible time.

Management, supervisory and confidential personnel utilizing personal necessity leave will follow the same procedure as is followed for sick leave.

PERSONAL LEAVES (continued)

Management, supervisory and confidential personnel utilizing personal necessity leave will complete the district absence form within three days after their return.

Personal Leave with Pay

If management, supervisory and confidential employees know in advance that they will be absent for personal leave with pay, they will notify their immediate supervisor at the earliest possible time.

Management, supervisory and confidential personnel utilizing personal leave with pay will follow the same procedure as is followed for sick leave.

Managements, supervisory and confidential personnel utilizing personal leaves with pay shall complete the district absence form within three days after their return.

Unpaid Leaves

Short-term Emergency Leave

Requests for short-term emergency leave will be submitted in writing to the Superintendent, or to the Assistant Superintendent, Personnel Services, as soon as practical.

If, because of the nature of the circumstances, it is not possible to submit a request in writing, an oral request may be made.

Any oral request will be followed by a written request as soon as feasible.

Requests for short-term emergency leave will clearly state the reasons for the request and the duration of the leave, up to a maximum of 10 working days for certificated employees and a maximum of 20 working days for classified employees.