

BP 4161.2/4261.2/4361.2 PERSONAL LEAVES

Personal Necessity

Certificated employees may use no more than seven days of their accrued sick leave during each contract year for reasons of personal necessity.

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the immediate family.
2. An accident involving the employee's property or the person or property of a member of the immediate family.
3. An illness of a member of the employee's immediate family.
4. Fire, flood, or other immediate danger to the home of the employee.
5. Required court appearance other than those court appearances for which the employee is obligated to be absent from duty and compensation is required by law.
6. Personal business of a serious nature which the employee cannot disregard.

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation period, or for matters which can be taken care of outside of working hours.

(cf. 4161.4 - Family and Medical Leave)

Legal Reference:

ALASKA STATUTES

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

4 AAC 15.040 Sick leave

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