



Los Angeles Unified School District

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April 15, 2015

Dr. Judith Perez, President
Associated Administrators of Los Angeles
1910 W. Sunset Blvd., Suite 850
Los Angeles, CA 90026

RE: UNIT J PERSONAL NECESSITY LEAVE

Dear Dr. Perez:

This is to memorialize that the Los Angeles Unified School District (District) and the Associated Administrators of Los Angeles have agreed to a modification to the personal necessity language in Article XIII of the Collective Bargaining Agreement as stated below:

“13.0 Personal Necessity Leave (Paid): An employee shall, subject to the limits set forth below, be granted a paid personal necessity leave when the gravity of the situations described below requires the personal attention of the employee during assigned hours of service:

a. Death or serious illness of a member of the employee’s immediate family.
(Immediate family is defined as in Section 8.0 of this Article.);

b. On a maximum of two (2) occasions during a school year (up to accumulative total of eight [8] hours in a school year), to attend the funeral of a close friend or relative not included in the definition of immediate family (immediate family as defined in Section 8.0 of this Article).

c. Accident involving the employee’s person or property or the person or property of a member of the employee’s immediate family;

d. Birth of the employee’s child;

e. Adoption of a child;

f. Religious holiday of the employee’s faith;

g. Imminent danger to the home of an employee occasioned by a disaster such as flood, fire, or earthquake;

- h. Other significant event of a compelling nature to the employee, the gravity of which is comparable to the above, which demands the personal attention of the employee during assigned hours and which the employee cannot reasonably be expected to disregard, limited to one (1) occasion in any school year.
- i. Verifiable automobile failure (including flat tires) up to two (2) hours if the employee's automobile is required to be used for work purposes on that day;
- j. An appearance of the employee in court or administrative tribunal as a litigant, party or as a witness under an official governmental order for which salary is not otherwise permitted, provided that:
 - (1) Each day of necessary attendance must be certified by the clerk or other authorized officer of a court or other governmental jurisdiction;
 - (2) In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the Accounting and Disbursements Division; and
 - (3) The employee must return to work in cases where it is not necessary for him to be absent the entire day.
- k. One (1) of the days allowed for personal necessity leave may be taken for registration or final examinations in District recognized institutions of higher learning. Verification of the registration or examination schedule may be required by the appropriate administrator.
- l. Required attendance at the employee's child's or ward's classroom and meeting with the school administrator because of suspension pursuant to Education Code Section 48900.1.
- m. Up to one (1) day of paid personal necessity leave and additional hours of accrued vacation or unpaid leave not to exceed a total of eight (8) hours per calendar month, forty (40) hours per school year for attendance at the school of the employee's own child, ward, or grandchild for purposes of a school activities leave provided by Section 230.8 of the Labor Code. The employee must notify the immediate administrator or designee at least five (5) working days prior to the absence. This advance notice requirement shall not be applicable in the event of unforeseeable circumstances or emergencies, in which case the employee shall provide as much notice as reasonably possible. The administrator or designee and employee must agree on the date and time of the leave and the employee must provide written verification from the school visited, upon request of the administrator or designee.
- n. An employee shall be allowed up to six (6) additional days of personal necessity leave in any calendar year to attend to the illness of a child, parent or

spouse of the employee as provided by Section 233 of the Labor Code. All existing contractual conditions for use of illness leave shall apply to this leave as well. Use of illness leave under this Section 13.0 shall not extend the maximum period of leave to which as an employee is entitled under Article XIII, Section 20.0, Family Care and Medical Leave.

- o. To be sworn in as a Citizen of the United States.

13.1 Limits and Conditions: The following limits and conditions are placed upon allowing a personal necessity leave or absence:

- a. The total number of days allowed for such leave shall not exceed the number of days granted pursuant to Personnel Commission Rule 807.
- b. The days allowed shall be deducted from and may not exceed the number of full-pay days of accrued illness leave to which the employee is entitled;
- c. The personal necessity leave may not be granted during a strike, demonstration or any work stoppage involving the Union;
- d. Written request on the appropriate form shall be filed with the appropriate administrator no less than five (5) working days in advance of a religious holiday, court appearance, or school visit pursuant to 13.0(k) above; and
- e. The employee may be required to verify the nature of such necessity.”

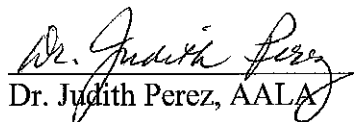
Please sign below if AALA is in agreement with this side-letter.

Sincerely,



Vivian Ekchian
Chief Labor Negotiator

SO AGREED:


Dr. Judith Perez, AALA

4/15/15
Date