

BP 4161.2/4261.2/4361.2 – ALL PERSONNEL - PERSONAL LEAVES

Personal Necessity

Note: [4 AAC 15.040](#) authorizes the School Board to limit the use of sick leave because of death, illness or welfare of a person in the teacher's immediate family. The following sample policy may be revised or deleted as appropriate.

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

~~Personal leave is generally subject to collective bargaining. In the absence of collectively bargained personal leave, the Superintendent may authorize for following reasons: 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. [4161.4/4261.4/4361.4](#) - Family and Medical Leave)

Note: Pursuant to [4 AAC 15.040](#), "immediate family" includes at least husband and wife, father and son or daughter, mother and son or daughter, and brother and sister.

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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