

# Oak Park Unified School District Classified Employee

Check One:  Personal Necessity Request  Vacation Request  Bereavement Request

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Work Location: (Check One)

District Office       OVHS/OPIS       BES       OHES  
 ROES       MCMS       OPHS       OPNS

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## Personal Necessity Request

I hereby request that \_\_\_\_\_ days or \_\_\_\_\_ hours of Personal Necessity Leave be charged against my accumulated sick leave. I will be absent the following days.

Reason for absence \_\_\_\_\_

Dates requested PN: \_\_\_\_\_

*Note: A Classified employee may not use more than 8 PN days (if available) in one school year. The classified contract specifically defines matters of personal necessity to be:*

- 1) death or serious illness of a family member;
- 2) an accident involving a family member or his/her property;
- 3) imminent danger or threat of danger to the home of the employee;
- 4) unavoidable circumstances (flood, storm, vehicle breakdown, public transportation delay, etc.);
- 5) religious observances;
- 6) other important matters of personal necessity that require an employee's presence or attention and cannot be handled outside of normal working hours.
- 7) PN may not be used to extend a school holiday.

## Vacation Request

Dates requested: 1) \_\_\_\_\_

2) \_\_\_\_\_

## Bereavement Request

Dates requested: 1) \_\_\_\_\_

2) \_\_\_\_\_

*Note: A Classified employee may not use more than 5 days bereavement leave in the event of death in the immediate family. Such days need not be taken in consecutive order (if available) in one school year must be taken within one year of death.*

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Approved     Disapproved

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date