

## **VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4261.22.1**

**ADOPTED: 05/15/97**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Discretionary Personal Necessity Leave**

---

Discretionary Personal Necessity Leave days (DPNL) are Personal Necessity Leave Days (Superintendent Policy 4261.22) an employee may use at his/her own discretion, without providing written or verbal justification for the leave. Employees will earn Discretionary Personal Necessity days based on the number of sick leave days accumulated and recorded on the September pay warrant. At no time can DPNL exceed the employee's accumulated sick leave. The following scale will be used to determine Discretionary Personal Necessity Leave days:

- a. One (1) to thirty (30) days accumulated sick leave = three (3) DPNL days.
- b. Thirty-one (31) to sixty (60) days accumulated sick leave = four (4) DPNL days.
- c. Sixty-one (61) to one hundred (100) days accumulated sick leave = five (5) DPNL days.
- d. One hundred-one (101) or more days accumulated sick leave = seven (7) DPNL days.

DPNL days must be approved by the supervisor/administrator and require forty-eight hour advanced notification. In the event that the number of employees at a school/program requesting DPNL leave will interfere, due to excessive absenteeism or other circumstances, with the normal functioning of the school/program and would result in severe hardship for the school/program, the DPNL leave may be denied. DPNL can not be used to extend holidays or vacations, to seek or engage in remunerative employment or for concerted activities.

There will be no carry over of DPNL from year to year. DPNL may be used in 2 or in whole day increments. No more than two (2) DPNL days may be used consecutively. DPNL can not be used when employed on a daily pay rate for days over contract.