



Los Angeles Unified School District

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April 13, 2015

P.J. Webb, President
L.A. School Police Management
2202 S. Figueroa St., #724
Los Angeles, CA 90007

Re: **PERSONAL NECESSITY LEAVE**

Dear Mr. Webb:

This is to memorialize that the Los Angeles Unified School District (District) and Los Angeles School Police Management (LASPMA) have agreed to a modification to the personal necessity language in Article XII 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 require 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;
- b. On a maximum of two (2) occasions during a school year (up to a cumulative 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. Religious holiday of the employee's faith;
- f. Imminent danger to the home of an employee occasioned by a disaster such as flood, fire, or earthquake;
- g. 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.

h. Verifiable automobile failure of up to two (2) hours if the employee's automobile is required to be used for work purposes on that day;

i. An appearance of the employee in court as a litigant, or as a witness under an official governmental order for which salary is not otherwise permitted, provided that:

- (1) Each day of necessary attendance as litigant or as a witness under such an official governmental order must be certified to 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.

j. Required attendance at employee's child's or ward's classroom and meeting with the school administrator because of suspension pursuant to Education Code Section 48900.1.

k. Up to four hours of paid personal necessity leave (and up to thirty-six (36) 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 appropriate administrator or designee at least five working days prior to the absence. 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.

l. An employee shall be allowed up to six 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 the 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 an employee is entitled under Section 20.0, Family Care and Medical Leave, of this Article.

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

a. Except as provided in Section 13.0 k above, the total number of days allowed for such leave shall not exceed six (6) days per fiscal year;

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;

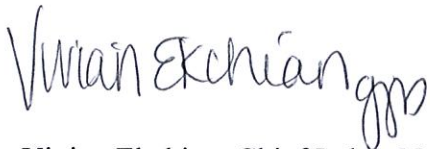
c. The personal necessity leave shall not be granted during a strike, demonstration, or any work stoppage; and

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 or court appearance.

e. The employee shall be required to verify the nature of such necessity. The immediate supervisor shall take whatever steps are reasonably necessary to become satisfied that a personal necessity within the limits of this Section did exist.”

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

Sincerely,



Vivian Ekchian, Chief Labor Negotiator
Office of Labor Relations

IT IS SO AGREED:



LASPMA

Date