

NEC – EMPLOYEE NECESSITY LEAVE

ELIGIBILITY:

1. An employee must be post-probationary in their current bargaining unit to be eligible for a Long-Term Necessity Leave of Absence.
 - a. A probationary administrator is eligible for a Long-Term Necessity Leave of Absence if the administrator passed probation as a CCSD licensed employee.
 - b. A probationary school police administrator is eligible for a Long-Term Necessity Leave of Absence if the school police administrator passed probation as a CCSD school police officer.
2. A Long-Term Necessity Leave of Absence may be available for the following reasons:
 - a. A non-medical, personal situation that requires the release of the employee from CCSD responsibilities.
 - b. A medical situation involving the employee's "immediate family" that requires the release of the employee from CCSD responsibilities.
 - i. The term "immediate family" shall mean mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, foster child, step child, step parent, or any person living in the immediate household of the employee.
 - c. Adoption
3. An employee must exhaust FMLA, if eligible, and all accrued sick leave to be eligible for a Long-Term Necessity Leave of Absence.

SUPPORTING DOCUMENTATION:

1. If the Long-Term Necessity Leave of Absence is for a non-medical, personal or "immediate family" situation, the employee must submit a statement attesting to the need for the leave and any applicable supporting documentation.
2. If the Long-Term Necessity Leave of Absence is for a medical situation involving the employee's "immediate family," the employee must submit an original letter from the physician that outlines the need for the employee to be absent from work. Such statement must detail the nature of the incapacitating condition and the anticipated time period that the employee will be needed to care for the incapacitated family member.
3. If the Long-Term Necessity Leave of Absence is for the adoption of a child, the employee must submit documentation verifying the adoption or the need to be absent to fulfill the requirements for the adoption.

NEGOTIATED AGREEMENT(S) / CCSD REGULATION:

- ❖ CCSD Regulation 4355
- ❖ CCEA Articles 16-7, 16-6 & 16-5