

CERRITOS COLLEGE
REQUEST FOR PERSONAL NECESSITY

(CLASSIFIED, CONFIDENTIAL AND MANAGEMENT EMPLOYEES)

Employee Name: _____ Date: _____

I am requesting approval to utilize personal necessity hours as follows:

From: _____ Through: _____

Number of work hours: _____

Reason:

**Please refer to allowable uses of personal necessity as outlined in the following:*

Classified employees - Collective Bargaining Agreement

Confidential employees – Board Policies

Management employees – Board Policies

Signature of Employee: _____ Date: _____

Approved by: _____ Date: _____
Department Manager

For Management Employees only

Approved by: _____ Date: _____
Vice President or President

(This form is to remain on file with the immediate manager. Do not forward to the Business Office.)