

Administrative Employees
Personal Necessity Leave
Date Adopted Sept. 26, 1979
Date Revised July 24, 1990
Date Revised May 26, 1992
Date Revised August 22, 1995 (All Employee Groups)

336, 436, 536 PERSONAL NECESSITY LEAVE

PURPOSE

This policy provides authority for qualified school district employee absences for personal leave when not otherwise covered by sick leave, disability policies, the Collective Bargaining Agreement, Classified Compensation Plan or Administrative Compensation Plan, as amended.

AUTHORITY

The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.

GUIDELINES

Personal Leave

Personal leave benefits will be made available in accordance with the administrative procedures established for this policy, the Collective Bargaining Agreement, Classified Compensation Plan and the Administrative Compensation Plan, as amended. Advance permission is required to use personal leave except for emergency conditions including death or serious illness of a member of the immediate family or accident involving the employee or his/her family or personal property.

Bereavement Leave

Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of the employee for an absence not in excess of three school/work days. The Board may extend the period of absence with pay at its discretion as the circumstances of the case may warrant.

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household, or any person with whom the employee has made his/her home.

Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of such employee for absence on the day of the funeral. The Board may extend the period of absence with pay at its discretion as the circumstances of the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, nephew, niece, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

In the event of the death of a member of the administrative staff, all schools and the district office will be closed on the day of the funeral. In the event of the death of a teacher, all schools will be closed on the day of the funeral. In the event of the death of a member of the classified staff, the building to which the staff member is assigned will be closed on the day of the funeral.

Military Training Leave

All officers and employees of the Commonwealth of Pennsylvania, or of any political subdivision thereof, members, either enlisted or commissioned, of any reserve component of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating on all days not exceeding fifteen in any one calendar year during which they shall, as members of such reserve components, be engaged in the active service of the United States or in field training ordered or authorized by the Federal forces. Requests for said leaves shall be submitted in writing to the superintendent with endorsement from the reservist's commanding officer.

Implementation

Requests for the use of personal leave shall be made in writing to the superintendent or designee in advance. Subject to conditions stipulated in the Collective Bargaining Agreement and compensation plans, the total number of accumulated personal days may be used during any school year unless the superintendent determines that such absence would adversely affect the instructional program.

The superintendent is authorized to establish administrative procedures for the implementation of this policy.