

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: April 28, 2004

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510, 1154</p> <p>3. Guidelines</p>	<p style="text-align: center;">336. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.</p> <p>The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used in any school year for such leave.</p> <p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Requests for personal leave shall be made at least twenty-four (24) hours in advance to the Superintendent.</p> <p>In no case shall personal leave be used during the first or last week of the school year or on the day before or following a school holiday, unless permission to do so is granted by the Superintendent.</p> <p>Compensation for personal leave shall be in full for approved time off.</p> <p><u>Bereavement Leave</u></p> <p>There shall be no deduction in salary for an absence not in excess of four (4) school days because of the death of an employee's spouse or child.</p> <p>The absence for bereavement shall not be in excess of three (3) school days because of the death of an employee's mother, father, step-parent, brother, sister, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home within the last five (5) years.</p>
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<p>School Code 510, 1154</p>	<p>There shall be no deduction in the salary of an employee for an absence on the day of a funeral of a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.</p> <p>The Board may extend the period for bereavement leave, at its discretion.</p>
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