

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: PERSONAL NECESSITY LEAVE
ADOPTED: April 28, 2004
REVISED:

436. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	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.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement.</p> <p>Requests for personal necessity leave shall be made at least twenty-four (24) hours in advance to the Superintendent unless an emergency prevents such prior notification, in which case notice shall be given as soon as possible.</p> <p>Any unused personal days per school year will be added to the employee's accumulated sick leave.</p> <p>In no case shall personal necessity 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 and Family Illness/Death Leaves</u></p> <p>Bereavement and family illness/death leaves shall be granted to professional employees in accordance with provisions of the collective bargaining agreement.</p>