

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: April 28, 2004

REVISED:

	<b>536. PERSONAL NECESSITY LEAVE</b>
1. Purpose	This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510	The Board has the authority and responsibility to establish 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	<u>Personal Leave</u>  Personal leave days with pay shall be granted to classified employees in accordance with provisions of the applicable collective bargaining agreement.  Compensation for personal necessity leave shall be in full for approved time off that does not exceed allowable personal leave.  <u>Bereavement Leave</u>  Bereavement leave may be taken for the following reasons: death of a member of the employee's immediate family, not to exceed three (3) days, and death of an employee's near relative on the day of funeral. Provisions for bereavement leave shall be in accordance with an applicable collective bargaining agreement.
School Code 510	