

# A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES  
TITLE: PERSONAL NECESSITY LEAVE  
ADOPTED: July 18, 2011  
REVISED AND  
APPROVED: May 28, 2015

<b>336. PERSONAL NECESSITY LEAVE</b>	
1. Authority	This policy shall provide for absences for defined personal necessity leave by administrative, professional and classified employees.
SC 510, 1154	The Joint Operating Committee (JOC) 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 by an employee in any school year for such leave.
2. Guidelines	<p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to Career Center employees in accordance with applicable provisions of any administrative compensation plan, individual contract, collective bargaining agreement, JOC resolution or administrative guideline..</p> <p><u>Bereavement Leave</u></p>
SC 1154	<p>The Career Center shall make paid bereavement leave available to employees in accordance with and to the extent required by applicable law, any administrative compensation plan, individual employment contracts, and applicable collective bargaining agreements.</p> <p>The Executive Director may grant unpaid bereavement leave to district employees at his/her discretion.</p> <p>References:</p> <p>School Code - 24 P.S. Sec. 510, 1154</p>