

Book	Policy Manual
Section	500 Classified Employees
Title	Personal Necessity Leave
Code	536
Status	Policy Committee Review
Adopted	February 9, 2010
Last Revised	October 22, 2024

### **Purpose**

This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.

### **Authority**

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.[\[1\]](#)

### **Guidelines**

#### **Personal/Emergency Leave**

Personal/Emergency leave days with pay shall be granted to classified employees in accordance with provisions of the applicable collective bargaining agreement or employee agreement.

All employees eligible for personal leave are to give two (2) weeks notice before a day of personal leave is taken except in those situations where the personal day was necessitated by an emergency. If the time frame is not met, it is the responsibility of the employee to speak directly with his/her direct supervisor to outline the reason for the leave and thus the direct supervisor shall make the determination of whether to waive the two (2) week requirement.

The requirement for advanced notice may be waived in qualifying circumstances, as determined by the Superintendent or designee, or in accordance with applicable law and regulations.

#### **Bereavement Leave**

When a classified employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3) school days. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her their home.

When a classified employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law and sister-in-law.

### Leaves for Illness in the Family

The Board shall grant professional employees leaves of absences for an illness in the family in accordance with the provisions of the employment agreement.

Legal

[1. 24 P.S. 510](#)