



Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
Status	Active
Adopted	November 18, 2013
Last Revised	November 18, 2024

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

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 by an employee in any school year for such leave.[1][2][3]

Guidelines

Personal Leave

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.[3][4]

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[2]

Legal	<u>1. 24 P.S. 510</u>
	<u>2. 24 P.S. 1154</u>
	3. Pol. 104
	<u>4. 29 CFR 1636.4</u>
	<u>20 U.S.C. 1681 et seq</u>
	<u>42 U.S.C. 12101 et seq</u>

34 CFR Part 106

29 CFR Part 1636