Title: **Personal Necessity Leave**
Code: 436
Book: Policy Manual
Section: 400 Professional Employees

Purpose

This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.

Authority

The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.

Guidelines

The total number of days used for personal necessity leave in any school year may not exceed three (3).

Request for personal necessity leave shall be made in advance to the Building Principal.

Such request shall include a statement as to reasons and necessity for such leave.

Advance permission is not required in the following situations:

- death or serious illness of a member of the immediate family;
- accident involving personal property, or the person or property of a member of the immediate family.

Personal necessity leave may be taken for the following reasons:

- death of a member of the employee's immediate family to a maximum of five (5) days[1]
- serious illness of a member of the employee's immediate family to a maximum of two (2) days
- accident involving the employee's personal property
- accident involving the person or property of a member of the employee's immediate family
- death of an employee's near relative to a maximum of one(1) day[1]
- court appearance under subpoena or to respond to an official order from another governmental jurisdiction when not brought about through the connivance or misconduct of the employee
- domestic contingency
- wedding day of employee
- wedding day of a member of the immediate family
- religious holiday
- such other good and sufficient reason as may be determined by the Superintendent.

In no case shall personal necessity leave be used for extension of a school holiday or vacation, activities of a compensable nature, convention related to employee's avocation, except in cases of extenuating circumstances, with the approval of the Superintendent.

Compensation for personal leave shall be in full for approved time off and in the case of court appearance, the difference between the employee's regular earnings and the amount received from a court.

Adopted: **October 21, 1981**
Last Revised: **February 16, 1993**

Legal References:

- 1. 24 P.S. 1154