

# UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: December 9, 2008

REVISED: December 13, 2016

<p>1. Authority</p> <p>SC 510, 1154</p> <p>2. Guidelines</p>	<p style="text-align: center;">336. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.</p> <p>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.</p> <p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made at least two days in advance to the Superintendent.</p> <p>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.</p> <p><u>Bereavement Leave</u></p> <p>Bereavement leave 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1154</p>
--	---