

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
Status	Draft

Authority

This policy provides 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.[\[1\]](#)[\[2\]](#)

Guidelines

Personal Leave

Requests for personal leave shall be made in advance to the Superintendent.

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

When a professional or temporary professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of four (4) 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, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.[\[2\]](#)

When a professional or temporary professional 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, memorial, or celebration of life. The district may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.[\[2\]](#)

Bereavement leave with pay shall be granted to district employees other than a professional employee or temporary professional employee in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Military Leave

Military leave shall be granted in accordance with law and provisions of the applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Legal

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

[2. 24 P.S. 1154](#)

[3. 24 P.S. 1176-1181](#)

[4. 51 Pa. C.S.A. 4102](#)

[5. 51 Pa. C.S.A. 7301-7309](#)

[6. 38 U.S.C. 4301 et seq](#)