

Book	Policy Manual
Section	300 Employees
Title	Copy of Personal Necessity Leave
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## **Authority**

This policy shall provide for absences for defined personal necessity leave by administrative, professional and classified 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/Emergency Leave

Personal or emergency leave days with pay shall be granted to district employees in accordance with applicable provisions of the Management Team Perquisite Program, other applicable prerequisite programs, an individual contract, a collective bargaining agreement or Board resolution.

### Emergency Absences – Administrative Employees –

Administrative employees who are absent because of emergency situations within the guidelines as outlined below shall be paid the full salary to which they may be entitled. Emergency absences shall be limited to two (2) days in any school year. A statement from the employee to the Superintendent stating the nature of the emergency shall accompany the request for such leave.

Guidelines considered valid reasons for use of emergency days:

#### 1. Medical:

- a. Appointment with medical doctor (specialist) who does not have afternoon or evening hours, including x-rays which cannot be scheduled on Saturday or after school hours. Statement of verification must be submitted to the Superintendent.
- b. Unexpected hospital call or an accident involving a member of the immediate family, as defined in law.[\[2\]](#)
- c. Severe illness, hospitalization, or operation involving a member of the immediate family, as defined in law.[\[2\]](#)
- d. A life or death illness which involves a near relative, as defined in law.[\[2\]](#)
- e. Birth of a child; i.e., day the child is born and/or day the mother is discharged.
- f. Illness of spouse necessitating that the employee stay home with small child.

## 2. Transportation:

- a. Impassable road conditions caused by an Act of God.
- b. Serious accident involving the employee or his/her immediate family, as defined in law.[\[2\]](#)
- c. Automobile breakdown on way to work and no other possible way to report.

## 3. Education:

- a. University-required meeting with graduate school advisor. Statement of verification must be submitted to the Superintendent.

## 4. Other urgent reasons:

- a. Military induction physical examination.
- b. In case of fire, flooding, or extreme emergency in the home.
- c. The day following personal tragedy such as fire, flood, and extreme emergency to meet with insurance adjusters or to attend to other related matters.

Request for emergency absences not included in these reasons should be submitted to the Superintendent for consideration.

## 5. Nonapproved reasons:

- a. College or university graduation exercises of members of the immediate family, as defined in law.[\[2\]](#)
- b. Transportation of employee's child for admission and registration to an institution of higher learning.
- c. Attendance at a Parents' Weekend of a son or daughter attending an institution of higher learning necessitating extensive travel.

## Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the Management Team Perquisite Program, other applicable prerequisite programs, an individual contract, a collective bargaining agreement or Board resolution.[\[2\]](#)

## Military Leave

Military leave shall be granted to district employees in accordance with law, provisions of the Management Team Perquisite Program, other applicable prerequisite programs, an individual contract, a collective bargaining agreement or Board resolution.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Legal	<a href="#">1. 24 P.S. 510</a>
	<a href="#">2. 24 P.S. 1154</a>
	<a href="#">4. 51 Pa. C.S.A. 4102</a>
	<a href="#">5. 51 Pa. C.S.A. 7309</a>
	<a href="#">6. 38 U.S.C. 4301 et seq</a>
	<a href="#">7. 24 P.S. 1176-1181</a>