

SECTION: CLASSIFIED
EMPLOYEES
TITLE: PERSONAL NECESSITY
LEAVE
ADOPTED: February 8, 1999
REVISED:

PENN MANOR SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 510, 1154</p> <p>3. Guidelines</p>	<p>This policy shall provide for a classified employee’s absence for personal necessity when not otherwise covered by policy.</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 which may be used in any school year for such leave.</p> <p><u>Floating Holiday</u></p> <p>All classified staff shall be entitled to two (2) floating holidays per school year. A maximum of five (5) floating holidays may be carried over from one school year to the next. These days are similar to the personal leave days granted to professional employees and will be subject to and granted in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. Requests for such leave shall be submitted one (1) week in advance on forms supplied by the administration and will be approved on a priority of date of request; however, requests of an emergency nature will be granted upon less notice if such request would be otherwise permitted. 2. No floating holiday shall be permitted during the first week or last week of the school year. 3. No more than five (5) floating holidays may be used consecutively. <p><u>Bereavement Leave</u></p> <p>When a classified employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3) school days. The Board may extend the period of absence, at its discretion.</p>
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Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-parent, step-brother, step-sister, step-child, near relative who resides in the same household, or any person with whom the employee has made his/her home.

When a classified 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. The Board may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, bother-in-law, sister-in-law and grandchild.