

# PENN MANOR SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: September 13, 2010

REVISED: September 6, 2011

<p>336. PERSONAL NECESSITY LEAVE</p>	
<p>1. Authority</p>	<p>This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.</p>
<p>SC 510, 1154</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>2. Guidelines</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>Floating Holidays</u></p> <p>With the exception of level I and level II administrative support staff, all support staff shall be entitled to three (3) floating holidays per school year to a maximum of seven (7) days. These days are similar to the personal leave days granted to administrative and professional employees and shall be subject to and granted in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. No floating holiday shall be permitted during the first week or last week of the school year.</li> <li>3. No more than five (5) floating holidays may be used consecutively.</li> </ol>

<p>SC 1154</p>	<p><u>Bereavement Leave</u></p> <p>When an administrative or 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 three (3) school days. The Board may extend the period of absence, at its discretion. The Board delegates authority to the Superintendent to take necessary action if the period of request falls outside of the established meeting time of the board. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board. <i>Immediate family</i> 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.</p>
<p>SC 1154</p>	<p>When an administrative or 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. The Board may extend the period of absence, at its discretion. The Board delegates authority to the Superintendent to take necessary action if the period of request falls outside of the established meeting time of the board. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board. <i>Near relative</i> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law and grandchild.</p> <p>When a support 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. The Board delegates authority to the Superintendent to take necessary action if the period of request falls outside of the established meeting time of the board. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board. <i>Immediate family</i> 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.</p> <p>When a support 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. The Board delegates authority to the Superintendent to take necessary action if the period of request falls outside of the established meeting time of the board. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board. <i>Near relative</i> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law and grandchild.</p>

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	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1154</p>
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