

Tyrone Area School District

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED:

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 407</p> <p>3.Guidelines</p>	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>Pursuant to the provisions of this policy, the following guidelines provide for a classified employee's absence for personal necessity.</p> <p>The Board has the authority and responsibility to establish reasonable guidelines that specify the manner of proof of personal necessity, 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>Employees may be granted time off when it is necessary to conduct personal affairs. Prior supervisory approval after a request is presented in writing is necessary for such absence. Employees are requested to inform their supervisor at least 24 hours in advance of use of a personal day whenever possible. Employees will be paid for the time lost from work. Two (2) days may be granted to secretaries/aides and custodians for such personal affairs and may be carried over for one (1) year or reimbursed at the conclusion of the teacher contract year at the designated rate. One (1) day may be granted to cafeteria employees for such personal affairs. <u>Probationary employees will not be eligible for personal absences until after completion of the probationary period.</u> Only one (1) personal day will be allowed between the period May 1 and June 30 of each fiscal year. Exceptions may be granted in the event of an emergency.</p> <p>Personal necessity leave may be taken for the following reasons:</p> <p>In the case of death in the immediate family, an employee shall be granted three (3) days leave without loss of salary. The immediate family is defined as mother, father, sister, brother, wife, husband, daughter, son, mother-in-law, father-in-law, son-in-law, daughter-in-law or a near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>In the case of death of a near relative, one (1) school day will be allowed without loss of salary the day of the funeral. A near relative is defined as grandmother, grandfather, brother-in-law, sister-in-law, first cousin, aunt, uncle, niece, nephew,</p>
--	--

536. PERSONAL NECESSITY LEAVE - Pg. 2

School Code 407	grandmother-in-law or grandfather-in-law.
--------------------	---