

CONNELLSVILLE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: December 20, 2006
 REVISED:

436. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	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 in any school year for such leave.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the building principal.</p> <p>Personal leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement.</p> <p><u>Bereavement Leave</u></p>
SC 1154	When a 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 five (5) school days, which must be taken within eight (8) days from the date of the death. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, stepparents, brother, sister, stepbrother, stepsister, son, daughter, stepson, stepdaughter, husband, wife, parent-in-law, near relative who legally resides in the same household, or any person with whom the employee has made his/her home.
SC 1154	When a 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. 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.

436. PERSONAL NECESSITY LEAVE - Pg. 2

School Code 510, 1154	
--------------------------	--