

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: August 19, 2002

REVISED:

	<p style="text-align: center;">336. PERSONAL NECESSITY LEAVE</p> <p>1. Purpose This policy shall provide for an administrative employee's absence for <u>defined personal necessity leave by administrative, professional and support employees when not otherwise covered by policy.</u></p> <p>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 <u>by an employee</u> in any school year for such leave.</p> <p>3. Guidelines <u>Personal Leave</u> Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan, or <u>individual contract, collective bargaining agreement or Board resolution.</u></p> <p><u>Bereavement Leave</u> <u>Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</u></p> <p>—SC 1154 When an administrative 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) minimum school days. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent in law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>—SC 1154 When an administrative 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, brother in law or sister in law.</p>
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