

CARLISLE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: September 21, 2006
 REVISED: November 17, 2016

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 Superintendent 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/Emergency Leave</u></p> <p>Personal/Emergency 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> <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. Members of the immediate family shall be defined as the father, mother, brother, sister, son, daughter, husband, wife or parent-in-law of the employee, or near relative of the employee who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>SC 1154 An employee absent from duty because of the death of a near relative of the employee shall be entitled to one (1) school day of leave with pay on the day of the funeral. Any employee attending a funeral of a near relative which is held at a location of 150 miles or more from Carlisle shall be entitled to two (2) days of leave with pay. A near relative shall be defined as a cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the employee or his/her spouse.</p> <p>Bereavement leave with pay shall be granted to district employees in accordance with law and applicable provisions of the collective bargaining agreement.</p>
School Code 510, 1154	