

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: November 29, 1985

REVISED: March 20, 2002

# OLD FORGE SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 510, 1154</p> <p>3. Guidelines</p> <p>SC 1154</p>	<p style="text-align: center;">336. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.</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 in any school year for such leave.</p> <p><u>Personal Leave</u></p> <p>The total number of days granted for personal leave in any school year may not exceed five (5).</p> <p>Requests for personal leave shall be made as soon as possible in advance to the Superintendent.</p> <p>Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.</p> <p><u>Bereavement Leave</u></p> <p>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 five (5) consecutive days. The Board may extend the period of absence, at its discretion. <b>Immediate family</b> 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>
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