OLD FORGE SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: November 29, 1985

REVISED: April 17, 2002

536. PERSONAL NECESSITY LEAVE

1. Purpose

This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.

2. Authority
SC 510

The Board has the authority and responsibility to establish 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

Personal Leave

Requests for personal leave shall be made as soon as possible in advance to the immediate supervisor.

Bereavement Leave

When a classified 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) 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.

When a classified 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 and sister-in-law.

School Code
510