



Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
Status	Active
Adopted	August 12, 2008
Last Reviewed	February 7, 2023

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

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 by an employee in any school year for such leave. [\[1\]](#)[\[2\]](#)

Guidelines

Personal Leave

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

When an administrative or professional employee is absent from duty because of a death in the immediate family, bereavement leave shall be granted in accordance with provisions of the administrative compensation plan, collective bargaining agreement or individual contract. [\[2\]](#)

When an administrative or professional employee is absent from duty because of the death of a near relative, bereavement leave shall be granted in accordance with provisions of the compensation plan, collective bargaining agreement or individual contract. [\[2\]](#)

When a support 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 in the applicable collective bargaining agreement or individual contract.

When a support 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 in the applicable collective bargaining agreement or individual contract.

Legal	1. 24 P.S. 510
	2. 24 P.S. 1154