

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: September 21, 2006

REVISED: November 17, 2016

CARLISLE AREA SCHOOL DISTRICT

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative 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 administrative employees in accordance with provisions of the administrative compensation plan or individual contract.</p> <p><u>Bereavement Leave</u></p>
SC 1154	<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) school days. The Board may extend the period of absence, at its discretion.</p> <p>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>
SC 1154	<p>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. Any administrator attending a funeral of a near relative that is held at a location of 150 miles or more from Carlisle, shall be entitled to two (2) days of leave with pay.</p> <p>Near relative shall be defined as cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law of the administrator 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 administrative compensation plan.</p>
School Code 510, 1154	