

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONAL LEAVE

ADOPTED: August 28, 1997

REVISED:

436. PERSONAL LEAVE	
1. Purpose	This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.
2. Authority	The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for personal leave.
3. Definition	<p><b>Immediate family</b> - shall be defined as mother, father, brother, sister, son, daughter, wife, husband, parent-in-law, grandmother, grandfather, anyone residing in the same household.</p> <p><b>Near relative</b> - shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent-in-law.</p>
4. Guidelines	<p><u>Personal Leave</u></p> <p>Professional employees shall be granted two (2) days annually, with full pay, to attend to personal affairs which could not have been arranged after school hours.</p> <p>Personal leave shall be granted in accordance with the applicable conditions noted in the collective bargaining agreement.</p> <p><u>Illness In Family</u></p> <p>When it becomes necessary for a professional employee to attend a member of the immediate family who is ill, the employee shall be allowed two (2) days of absence without deduction of pay.</p> <p>Additional time may be granted at the discretion of the Superintendent. This additional time will be taken from the employee's accumulated sick leave.</p>

