

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONAL LEAVE

ADOPTED: November 5, 1998

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

	<p style="text-align: center;">536. PERSONAL LEAVE</p> <p>1. Purpose Pursuant to the provisions of this policy, the following guidelines provide for a support employee's absence for personal necessity.</p> <p>2. Authority SC 407 The Board has the authority and responsibility to establish reasonable guidelines that specify the manner of proof of personal necessity, 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 such leave.</p> <p>3. Definitions Immediate family - shall be defined as mother, father, brother, sister, son, daughter, wife, husband, parent-in-law, grandmother, grandfather, anyone residing in the same household. Near relative - shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent-in-law.</p> <p>4. Guidelines <u>Personal Leave</u> Personal leave shall be granted in accordance with the applicable conditions noted in the collective bargaining agreements. <u>Illness In Family</u> When it becomes necessary for an employee to attend a member of the immediate family who is ill, the employee shall be allowed two (2) days absence without deduction of pay. 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>
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<p>P.L. 677 65 P.S. Sec. 14 SC 1176</p> <p>School Code 407</p>	<p><u>Bereavement Leave</u></p> <p>When a death occurs in the immediate family, the employee may be absent three (3) days without loss of pay. Any further approved absence beyond the three (3) days because of death in the family will be without loss of pay at the discretion of the Superintendent.</p> <p>When a death of a near relative occurs, a support employee may be absent without loss of pay for a period of one (1) day; when the distance to be traveled exceeds 275 miles one way, the employee may be absent without loss of pay for a period of two (2) days. Any further approved absence will be without loss of pay at the discretion of the Superintendent.</p> <p><u>Military Leave</u></p> <p>Military leaves of absence shall be granted in accordance with the provisions of the law.</p>
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