

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL LEAVE

ADOPTED: October 16, 1997

REVISED:

# COUNCIL ROCK SCHOOL DISTRICT

	<b>336. PERSONAL LEAVE</b>
1. Purpose	This policy shall provide for an administrative 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. Definitions	<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>Administrative 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 administrative compensation plan.</p> <p><u>Illness In Family</u></p> <p>When it becomes necessary for an administrative 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>

<p>SC 1154(b)</p> <p>P.L. 677 65 P.S. Sec. 14 SC 1176</p> <p>School Code 1154</p>	<p><u>Bereavement Leave</u></p> <p>When a death occurs in an administrative employee's 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 and at the discretion of the Superintendent.</p> <p>When the death of a near relative occurs, an administrative 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 and 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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