

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336 Vol IV 2024
Status	Second Reading
Last Revised	March 25, 2025

Authority

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

The Joint Operating Committee 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

Personal Leave

{ } The total number of days granted for personal leave in any school year may not exceed _____.

{X} Requests for personal leave shall be made at least ____5____ day(s) in advance to the

{X} immediate supervisor.

{ } Administrative Director.

{ } Assistant Administrative Director.

{ } building administrator.

{X } The requirement for advanced notice may be waived in qualifying circumstances, as determined by the Administrative Director or designee, or in accordance with applicable law and regulations.[\[3\]](#)[\[4\]](#)

{X } Personal leave days with pay shall be granted to employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.

Bereavement Leave

{X } Bereavement leave with pay shall be granted to center (school) employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.[\[1\]](#)

If choosing this option, delete the language below the dividing line.

When a professional or temporary professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of _____ (3 minimum) school days. The Joint Operating Committee may extend the period of absence, at its discretion. **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 **their** home.[\[1\]](#)

When a professional or temporary professional 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 Joint Operating Committee may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.[\[1\]](#)

Bereavement leave with pay shall be granted to center (school) employees other than a professional employee or temporary professional employee in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.[\[1\]](#)

If choosing this language, delete the option above the dividing line.

NOTES:

Military Leave – 51 Pa. C.S.A. Sec. 4102, 7301-7309

38 U.S.C. Sec. 4301 et seq.

See Stuart Knade's white paper on military leave for guidance (P-Policy Documents under Scanned Sample Info).

51 Pa. C.S.A. Sec. 7301-7308 does not apply to school district employees, but may apply for vo-tech

May need to check with Legal if SC 1176-1181 apply

SC 1154 adds grandchild to the definition of near relative only for professional and temporary professional employees, unless otherwise provided in an ACP, CBA or individual contract.

[1. 24 P.S. 1154](#)

[2. 24 P.S. 1850.1](#)

3. Pol. 104

[4. 29 CFR 1636.4](#)

[20 U.S.C. 1681 et seq](#)

[42 U.S.C. 12101 et seq](#)

[34 CFR Part 106](#)

[29 CFR Part 1636](#)