



Book	Policy Manual
Section	300 Administrative Employees
Title	Personal Necessity Leave
Code	336
Status	Active
Adopted	June 20, 2006
Last Revised	February 19, 2019

Purpose

This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.

Authority

The Board 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. [\[1\]](#)[\[2\]](#)

Guidelines

Personal Leave

Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.

Bereavement Leave

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 not in excess of five (5) school days. The Board 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 his/her home.[\[2\]](#)

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. The Board may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.[\[2\]](#)

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1154](#)