

1 336 . PERSONAL NECESSITY LEAVE

2 **1. Purpose**

3 This policy shall provide for an administrative employe's absence for personal necessity when not
4 otherwise covered by sick leave or disability policies.

6 **2. Authority**

7 The Board has the authority to specify reasonable conditions under which personal leave may be granted,
8 the type of situations in which such leave will be permitted and the total number of days which may be
9 used in any school year for personal leave.

11 **3. Guidelines**

12 The total number of days received for personal necessity leave in any school year may not exceed two (2),
13 cumulative to ten (10) days prior to 1985. After 1985, administrative employes receive two (2) days per
14 year that are non-cumulative. Personal days not used will be accumulated as sick days.

15 *Refer to Collective Bargaining Agreement between DLSD and DLEA, Article XIV*

16 Request for personal necessity leave shall be made in advance to the Superintendent.

18 Such request shall include a statement as to reasons and necessity for such leave.

20 **Bereavement Leave**

21 Bereavement leave may be taken for the following reasons:

23 death of a member of the employe ' s spouse , child or parent to a maximum of five (5) days
24 §1154(b)

25 serious illness of a member of the employe ' s immediate family to a maximum of three (3) days

27 death of an employe ' s near relative to a maximum of one (1) day (day of funeral).
28 §1154(c)

29 In no case shall personal necessity leave be used for extension of a school holiday or vacation, extension of
30 an approved vacation, personal vacation when not provided under the terms of employment, social events,
31 activities of a compensable nature.

33 Compensation for personal leave shall be in full for approved time off.

34 §1154(d)

35 *School Code: §1154(b), (c), (d)*