
Section:
Title:
Date Adopted:

No. 536
Classified Employees
Personal Necessity Leave

1 536 . PERSONAL NECESSITY LEAVE

2 **1. Purpose**

3 Pursuant to the provisions of this policy, the following guidelines provide for a classified employee's
4 absence for personal necessity when not otherwise covered by the terms of a collective bargaining
5 agreement.

6
7 **2. Authority**

8 The Board has the authority and responsibility to establish reasonable guidelines that specify the manner of
9 proof of personal necessity, the type of situations in which such leave will be permitted, and the total
10 number of days which may be used in any school year for such leave.

11
12 **3. Guidelines**

13 The total number of days received for personal leave in any year shall be governed by the appropriate
14 contract.

15
16 Request for personal necessity leave shall be made in accordance with the appropriate contract.

17
18 **Bereavement Leave**

19 Bereavement leave may be taken for the following reasons :

20 death of a member of the employee 's immediate family to a maximum of three (3) days

21
22 death of an employee 's near relative to a maximum of one (1) day (day of funeral).

23
24
25 In no case shall personal necessity leave be used for extension of a school holiday or vacation, social event,
26 compensable activities of any kind, or convention related to employee's avocation.

27
28 Compensation for personal necessity leave shall be in full for approved time off that does not exceed
29 allowable personal leave.

30 *School Code: §1154(d)*