

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES
TITLE: PERSONAL NECESSITY LEAVE
ADOPTED: NOVEMBER 20, 2002
REVISED: JUNE 18, 2014**

336. PERSONAL NECESSITY LEAVE	
1. PURPOSE	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.
2. AUTHORITY SC 964, 1154	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.
3. GUIDELINES	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the immediate supervisor.</p> <p>Personal days are not to be used before, after or during a holiday or during a scheduled school vacation. These days are not cumulative. Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.</p> <p><u>Bereavement Leave</u></p>
SC 1154	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 of three (3) school days. 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.
SC 1154	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. 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.

School Code
964, 1154

Religious Days

No employee shall be required to remain at his/her place of employment during any day or days of his/her Sabbath or other holy day, provided that absence from work to observe a religious holiday shall be charged against any leave ordinarily granted, other than sick leave, or as leave taken without pay.

Any such leave of absence must be accompanied by written notice to the program supervisor, at least two (2) weeks in advance of this leave.

