

Book: Luzerne Intermediate Unit  
Section: 300- Administrative Employees  
Title: Personal Necessity Leave  
Code: 336  
Status: Active  
First Adopted: November 20, 2002  
Last Revised: October 23, 2024



### **Authority**

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

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 by an employee in any school year for such leave.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

#### **Personal Leave**

Personal leave days with pay shall be granted to Intermediate Unit employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Requests for personal leave shall be made in advance to the Immediate Supervisor.

Personal days are not to be used before, after or during a holiday or during a scheduled school vacation. These days are not cumulative. Any remaining personal days at the end of the school year (June 30<sup>th</sup> of the current year) shall convert to sick days and will be added to the employee's cumulative sick day balance.

#### **Bereavement Leave**

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 three (3) 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 their home.[\[3\]](#)

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 Board 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.[\[3\]](#)

Bereavement leave with pay shall be granted to all other Intermediate Unit employees in the same manner that it is granted to all professional or temporary professional employees.[\[3\]](#)

### **Legal**

1. 24 P.S. 913-A

2. 24 P.S. 914-A

3. 24 P.S. 1154

4. Pol. 104

5. 29 CFR 1636.4

20 U.S.C. 1681 et seq

42 U.S.C. 12101 et seq

29 CFR Part 1636

34 CFR Part 106