

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: March 10, 1997
 REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>SC 1154(b)</p> <p>SC 1154(c)</p> <p>School Code 1154</p>	<p style="text-align: center;">436. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.</p> <p>The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.</p> <p><u>Personal Leave</u></p> <p>Personal leave days of absence shall be granted professional employees in accordance with the terms of the collective bargaining agreement.</p> <p><u>Bereavement Leave</u></p> <p>Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three (3) school days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home. Absence for funeral leave due to death in the immediate family in excess of three (3) school days may be granted at the discretion of the Superintendent without deduction in salary.</p> <p>Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. Absences for funeral leave due to death of a near relative in excess of one school day may be granted at the discretion of the Superintendent without deduction in salary.</p>
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