

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: October 19, 2006

REVISED: November 17, 2016

# CARLISLE AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Guidelines</p> <p>School Code 510</p>	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for a support employee's absence for personal necessity when not otherwise covered by policy.</p> <p>The Superintendent has the authority and responsibility to establish 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.</p> <p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to support employees in accordance with provisions of an applicable compensation plan.</p> <p><u>Bereavement Leave</u></p> <p>When a support employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days. Members of the <b>immediate family</b> shall be defined as father, mother, brother, sister, son, daughter, husband, wife or parent-in-law of the employee, or near relative of the employee who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>A support employee absent from duty because of the death of a near relative of the employee shall be entitled to one (1) school day of leave with pay on the day of the funeral. Any employee attending a funeral of a near relative which is held at a location of 150 miles or more from Carlisle shall be entitled to two (2) days of leave with pay. A <b>near relative</b> shall be defined as a cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the employee or his/her spouse.</p> <p>Bereavement leave with pay shall be granted to district employees in accordance with law and applicable provisions of the support staff compensation plan.</p>
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