



**Center Area  
School District**

SECTION: ADMINISTRATIVE EMPLOYEES  
 TITLE: PERSONAL NECESSITY LEAVE  
 ADOPTED: FEBRUARY 17, 2005  
 REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>School Code 1154</p>	<p style="text-align: center;">336. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for an administrative 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>Request for personal necessity leave shall be made in advance to the Superintendent.</p> <p>Such request shall include a statement as to reasons and necessity for such leave.</p> <p><u>Bereavement Leave</u></p> <p>For a period not exceeding four (4) school days, there will be no deduction in salary because of the death of a member of his/her immediate family or the death of a near relative who resides in the same household. If, however, the death occurs on a weekend, a sick day may be used so that the employee may resume duties on the following Monday.</p> <p>A paid leave of one (1) day shall be granted to attend the funeral of a near relative (first cousin, aunt, uncle, niece, nephew) and one sick day may be used when travel time is needed.</p>
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