



***Center Area
School District***

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: NOVEMBER 16, 2005
 REVISED:

	436. PERSONAL NECESSITY LEAVE
1. Purpose	This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.
2. Authority	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.
3. Guidelines	<p><u>Personal Leave</u></p> <p>The total number of days used for personal necessity leave in any school year may not exceed two (2) days.</p> <p>Request for personal necessity leave shall be made in writing 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>Leave may be taken for the following reasons:</p>
SC 1154(b)	death of a member of the employee's immediate family to a maximum of four (4) days
SC 1154(c)	death of an employee's near relative to a maximum of one(1) day (day of funeral)
School Code 1154	