

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: FEBRUARY 19, 2014

REVISED: JANUARY 16, 2014

	<b>336. PERSONAL NECESSITY LEAVE</b>
1. Purpose	This policy shall provide for an employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	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 in any school year for such leave.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the immediate supervisor.</p> <p>Personal leave days with pay shall be granted to employees in accordance with provisions of the administrative compensation plan, individual employee contract/agreement.</p> <p><u>Bereavement Leave</u></p> <p>SC 1154 When an employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence not in excess of three work 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 his/her home.</p> <p>SC 1154 When an 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, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren or great grandchildren.</p>
School Code 510, 1154	