



Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
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### **Purpose**

This policy shall provide for absences for defined personal necessity leave by administrative, professional, and classified employees.

### **Authority**

The Board has the authority and responsibility to establish reasonable guidelines that specify the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of units which may be used in any school year for such leave. Minimum usage is in fifteen (15) minute increments. [\[1\]](#)[\[2\]](#)

### **Guidelines**

#### **Personal Leave - Administrative Employees**

Full-time status administrative employees shall earn sixteen (16) personal hours absence per year.

Unused personal hours may be accumulated without limit. Personal hours may be used up to a maximum of forty (40) hours in any one (1) given year unless waived by the Chief School Administrator. Upon severance, unused hours will be paid at the daily rate for unused sick hours.

#### **Personal Leave - Professional Employees**

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the collective bargaining agreement or Board resolution.

The following proration will apply for administrative and professional employees:

1. Hired July 1 - December 31: One-hundred percent (100%)
2. Hired January 1 - June 30: Fifty percent (50%)

### Personal Leave - Classified Employees

Full-time status twelve (12) and ten (10) month secretaries, twelve (12) month custodians, full-time twelve (12) month maintenance and twelve month (12) A.V. technicians shall earn sixteen (16) personal hours absence per year.

Full-time status cafeteria employees, teacher aides, and paraprofessionals shall earn sixteen (16) personal hours per year.

Part-time twelve (12) month maintenance worker III shall earn ten (10) hours per year.

Part-time nine (9) month paraprofessionals and cafeteria workers shall earn ten (10) hours per year.

The following proration will apply for classified employees:

1. Hired July 1 - September 30: One hundred percent (100%)
2. Hired October 1 - December 31: Seventy-five percent (75%)
3. Hired January 1 - March 31: Fifty percent (50%)
4. Hired April 1 - June 30: Twenty-five percent (25%)

Unused personal hours may be accumulated without limit. Personal hours may be used up to a maximum of forty (40) hours in any one (1) given year unless waived by the Chief School Administrator. Upon severance, unused hours will be paid at the daily rate for unused sick hours.

Requests for personal leave shall be made in advance to the immediate supervisor. The requirement for advanced notice may be waived in qualifying circumstances, as determined by the Superintendent or designee, or in accordance with applicable law and regulations. [3][4]

Compensation for personal necessity leave shall be in full for approved time off that does not exceed allowable personal leave.

### Bereavement Leave - Administrative and Classified Employees

Leave may be taken for the following reasons:

1. Full-time status administrative employees and full-time status and part-time status classified employees who are absent due to a death in the immediate family shall receive paid bereavement leave for absence not to exceed five (5) school days. Members of the immediate family (includes step) shall be defined as father, mother, brother/half, sister/half, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made their home.[2]
2. Full-time status administrative employees and full-time status and part-time status classified employees who are absent due to a death of a first generational near relative shall receive paid bereavement leave for absence of one (1) school day. A first generational near relative (includes step) shall be defined as first cousin, grandchild, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.[2]

### Bereavement Leave - Professional Employees

Bereavement leave with pay shall be granted to district professional employees in accordance with law, applicable provisions of the collective bargaining agreement or Board resolution.[2]

The Board, in its discretion, may extend any paid bereavement leave as the exigencies of the case may warrant.

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1154](#)