



Section ADMINISTRATIVE EMPLOYES

Title PERSONAL NECESSITY LEAVE

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

336. PERSONAL NECESSITY LEAVE

1. Purpose — This policy shall provide for an administrative employe'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 — The district will provide one (1) day without accumulation and one (1) with accumulation for necessitous and compelling reasons.

Request for personal necessity leave shall be made as stated in the LTEA-LTSD negotiated contract to the building principal.

Such request shall include a statement as to reasons and necessity for such leave.

1. Advance permission is not required in the following situations:

A. Death or serious illness of a member of the immediate family

B. accident involving personal property, or the person or property of a member of the immediate family

C. as approved by Principal and Superintendent.

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Personal compelling leave may be taken for appropriate reasons. In no case shall personal necessity leave be used for:

- I. extension of a school holiday or vacation
2. social events
3. activities of a compensable nature
4. convention related to employe's avocation.

Compensation for personal leave shall be:

1. in full for approved time off
2. in the case of court appearance, the difference between the employe's regular earnings and the amount received from a court.

School Code

SC 1154(d)

SC 1154(b)
(c),(d)

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