



Section PROFESSIONAL EMPLOYES

Title PERSONAL NECESSITY LEAVE

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

436. PERSONAL NECESSITY LEAVE

1. Purpose

This policy shall provide for professional 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

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.

Advance permission is not required in the following situations:

death or serious illness of a member of the immediate family

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

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 extension of a school holiday or vacation, social events, or activities of a compensable nature.

Compensation for personal leave shall be in full for approved time off.

In the case of court appearance, compensation shall be 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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