



Section CLASSIFIED EMPLOYEES

Title PERSONAL NECESSITY LEAVE

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>I. Purpose Pursuant to the provisions of this policy, the following guidelines provide for a classified employe's absence for personal necessity when not otherwise covered by the terms of a collective bargaining agreement.</p> <p>2. 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 days which may be used in any school year for such leave.</p> <p>3. Guidelines The total number of days used for personal leave in any year may not exceed four (4) (maximum-as specified in contract). The number of days for regularly employed less than full-time employes shall be pro-rated to full-time employes on basis of time worked.</p> <p style="padding-left: 40px;">Request for personal necessity leave shall be made at least three (3) days in advance to the Superintendent, who reserves the right to verify such request by any appropriate means.</p> <p style="padding-left: 40px;">Advance permission is not required in the following situations:</p> <p style="padding-left: 80px;">death or serious illness of a member of the immediate family</p> <p style="padding-left: 80px;">accident involving personal property, or the person or property of a member of the immediate family</p> <p style="text-align: center;">page I of 2</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p>
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as specified in contract

such other good and sufficient reason as may be determined by the Superintendent.

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

In the case of Jury Duty, compensation shall be between the employe's regular earnings and the amount received from a chart.

School Code

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