SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: **SUPPORT** EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED:

REVISED:

	536. PERSONAL NECESSITY LEAVE
1. Purpose	This policy **shall** provide for a **support** employee's absence for personal necessity **when not otherwise covered by policy.**
2. Authority SC **510**	The Board has the authority and responsibility to establish 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	Personal/Emergency Leave **Personal/Emergency leave days with pay shall be granted to support employees in accordance with provisions of the applicable collective bargaining agreement or compensation plan.** Bereavement Leave **When a support employee is absent from duty because of** a death in the immediate family, **there shall be** no deduction **in salary for an absence of** four (4) **school** 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, grandmother, grandfather, grandchild, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home. **When a support 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, aunt, uncle, niece, nephew, brother-in-law and sister-in-law.
School Code 510	