

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: April 18, 2002

REVISED:

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 1154, 1850.1	The Joint Operating Committee has the authority to specify 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	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the Administrative Director.</p> <p>Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the individual contract.</p> <p><u>Bereavement Leave</u></p> <p>SC 1154 When an administrative employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of a minimum of three (3) school days. The Joint Operating Committee may extend the period of absence, at its discretion. <b>Immediate family</b> shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>SC 1154 When an administrative 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 Joint Operating Committee may extend the period of absence, at its discretion. <b>Near relative</b> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.</p>