

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: June 20, 2002

REVISED:

	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>1. Purpose This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.</p> <p>2. Authority SC 1850.1 The Joint Operating Committee 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.</p> <p>3. Guidelines <u>Personal Leave</u> Request for personal necessity leave shall be made at the earliest possible date to the Administrative Director, who reserves the right to verify such request by an appropriate means. Compensation for personal necessity leave shall be in full for approved time off that does not exceed allowable personal necessity leave. Two (2) personal leave days with pay, noncumulative, shall be allowed. A maximum of five percent (5%) of the number of employees of a given classification shall be granted leave on any one day. All requests shall be submitted through the employee's immediate supervisor with sufficient lead time so that it reaches the Administrative Director at least two (2) days prior to the desired date of the personal leave day. Failure to secure prior approval shall result in loss of pay for that day. Classified personnel will receive their per diem pay for two (2) such personal leave days not taken by the end of the fiscal year. Such payment to be made on the last pay of the fiscal year.</p>
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<p>School Code 1850.1</p>	<p><u>Bereavement Leave</u></p> <p>When a classified employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3) school days. The Joint Operating Committee may extend the period of absence, at its discretion. Immediate family 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>When a classified 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. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law and sister-in-law.</p>
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