

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: January 22, 2008

REVISED:

336. PERSONAL NECESSITY LEAVE	
1. Authority	<p>This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.</p>
SC 1154, 1850.1	<p>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 by an employee in any school year for such leave.</p>
2. Guidelines	<p><u>Personal/Emergency Leave</u></p> <p>Personal leave days with pay shall be granted to employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p>
SC 1154	<p><u>Bereavement Leave</u></p> <p>When an administrative or professional 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>
SC 1154	<p>When an administrative or professional 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, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.</p>

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 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.

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 Joint Operating Committee may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

References:

School Code – 24 P.S. Sec. 1154, 1850.1