

**FERNDALE AREA
SCHOOL DISTRICT**

SECTION: SUPPORT PERSONNEL

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: FEBRUARY 20, 2008

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Guidelines</p> <p>School Code 510</p>	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for a support employee's absence for personal necessity when not otherwise covered by policy.</p> <p>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.</p> <p><u>Personal/Emergency Leave</u></p> <p>Personal and emergency leave days with pay shall be granted to support personnel in accordance with provisions of the employee handbook.</p> <p>Requests for personal leave shall be made in advance to the Superintendent or his/her designee.</p> <p><u>Bereavement Leave</u></p> <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 not in excess of three (3) 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, 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 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, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt-in-law, and uncle-in-law.</p>
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