

SECTION: ADMINISTRATIVE
 EMPLOYEES
 TITLE: PERSONAL
 NECESSITY LEAVE
 ADOPTED: JUNE 30, 1999
 REVISED: MAY 18, 2005

CALIFORNIA AREA SCHOOL DISTRICT

336 PERSONAL NECESSITY LEAVE	
Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.
Authority	The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.
Guidelines	<p>A. <u>Personal Days</u></p> <p>The total number of days granted for personal necessity leave will be 2 days per year. Personal days may be accumulated up to three (3) days.</p> <p>Request for necessity leave shall be made in advance to the Superintendent. Such request shall include a statement as to reasons and necessity for such leave.</p>
SC 1154 (b)	<p>B. <u>Bereavement Leave</u></p> <p>Whenever an administrative employee shall be absent from duty because of death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of four (4) school days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home.</p>
SC 1154 (c)	
SC 1154 (d)	Compensation for personal leave shall be in full for approved time off.
Reference	School Code 1154

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