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| Book | Policy Manual |
| Section | 300 Employees |
| Title | Personal Necessity Leave |
| Code | 336 Vol I 2025 |
| Status | |
| Legal | 1. 24 P.S. 510 2. 24 P.S. 1154 3. Pol. 104 4. 29 CFR 1636.4 20 U.S.C. 1681 et seq 29 CFR Part 1636 34 CFR Part 106 42 U.S.C. 12101 et seq |

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

The Board 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

Personal Leave

The total number of days granted for personal leave in any school year may not exceed **2 semesters**.

Requests for personal leave shall be made at least **30** day(s) in advance to the Superintendent.

The requirement for advanced notice may be waived in qualifying circumstances, as determined by the Superintendent or designee, or in accordance with applicable law and regulations.[\[3\]](#)[\[4\]](#)

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with law,

applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[\[2\]](#)

NOTES:

Military Leave – SC 1176-1181
51 Pa. C.S.A. Sec. 4102, 7309
38 U.S.C. Sec. 4301 et seq.

(51 Pa. C.S.A. Sec. 7301-7308 does not apply to school district employees) See Stuart Knade's white paper on military leave for guidance - located in P-Policy Documents under Scanned Sample Info.

SC 1154 adds grandchild to the definition of near relative only for professional and temporary professional employees, unless otherwise provided in an ACP, CBA or individual contract.

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