

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL NECESSITY  
LEAVE

ADOPTED: October 24, 2007

REVISED:

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.
2. Authority SC 510, 1154	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.
3. Guidelines	Each administrator shall be entitled to three (3) days, cumulative to five (5) days, personal leave during the school year. At the end of each school year, accumulated personal leave beyond two (2) days shall be converted to sick leave.
	<u>Bereavement Leave</u>
SC 1154	Whenever an administrator shall be 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 five (5) school days.
	Members of the <b>immediate family</b> shall be defined as mother, father, sister, brother, son, daughter, husband, wife, parent-in-law, grandchild, son-in-law, daughter-in-law, a near relative who resides in the same household, or any person with whom the employee has made his/her home.
SC 1154	Whenever an administrator shall be absent from duty because of the death of a near relative not residing in the same household, there shall be no deduction in salary for absence on the day of the funeral. A <b>near relative</b> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandchild.