

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 336

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: April 20, 2016

REVISED:

Authority

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

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.

Guidelines

Personal Leave

The total number of days granted each year are defined in the collective bargaining agreement and employee benefit books for the staff of the center.

Requests for personal leave shall be made at least one day in advance to the Administrative Director.

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

Bereavement Leave

Bereavement leave with pay shall be granted to center employees in accordance with law, applicable provisions of the administrative compensation plan, contract, collective bargaining agreement or Board resolution.

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.

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.

336. PERSONAL NECESSITY LEAVE

Legal

24 P.S. 510

24 P.S. 1154

SC 1176-1181

51 Pa. C.S.A. 410

51 Pa. C.S.A. 7309

38 U.S.C. Sec. 4301 et seq.