

**NORTHERN  
WESTMORELAND  
CAREER AND  
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL  
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: October 20, 2011

REVISED:

	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>1. Purpose This policy shall provide for a non-instructional employee's absence for personal necessity when not otherwise covered by policy.</p> <p>2. Authority SC 1850.1 The Joint Operating Committee 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>3. Guidelines <u>Personal And Emergency Leave</u> Personal and emergency leave days with pay shall be granted to non-instructional employees in accordance with provisions of the applicable benefits statement or a collective bargaining agreement, if one exists. Requests for personal and emergency leave must be approved by the Administrative Director or designee. <u>Bereavement Leave</u> When a non-instructional 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 Joint Operating Committee 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. When a non-instructional 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 Joint Operating Committee 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 and sister-in-law.</p>
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School Code 1850.1	
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