

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: November 18, 2004
 REVISED: August 17, 2006

<p>1. Purpose</p> <p>2. Authority SC 1154, 1850.1</p> <p>3. Guidelines</p>	<p style="text-align: center;">436. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.</p> <p>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 in any school year for such leave.</p> <p><u>Personal Leave</u></p> <p>The total number of days granted for personal leave in any school year may not exceed the provisions of the applicable collective bargaining agreement.</p> <p>Requests for personal leave shall be made to the principal and Administrative Director. The Administrative Director shall grant such leave.</p> <p>No personal leave shall be granted on the workday immediately preceding or following any school holiday, except in the case of an emergency situation, which must be properly reported. An emergency situation shall be deemed to be so by the Administrative Director. Personal leave shall not be granted on scheduled inservice or Act 80 days.</p> <p>Unused personal leave shall be accrued as provided for in the applicable collective bargaining agreement.</p> <p>Personal leave of an unpaid nature of up to five (5) days may be granted by the Administrative Director and in emergency situations only. An emergency situation shall be deemed so by the Administrative Director.</p>
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<p>SC 1154</p> <p>School Code 1154, 1850.1</p>	<p><u>Bereavement Leave</u></p> <p>When a professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence 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.</p> <p>When a professional 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 or sister-in-law.</p>
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