

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: December 16, 2004

REVISED: August 17, 2006

REVIEWED: May 15, 2025

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 1154, 1850.1	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.
3. Guidelines	<p><u>Personal Leave</u></p> <p>The total number of days granted for personal leave in any school year may not exceed three (3) days. Prior notification of and approval by the Administrative Director shall be required. All unused sick days shall be credited to the individual's sick leave accumulation.</p> <p><u>Bereavement Leave</u></p> <p>SC 1154 When an administrative 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>SC 1154 When an administrative 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> <p>SC 1154 Compensation for personal and bereavement leave shall be in full for approved time off.</p> <p>School Code 1154, 1850.1</p>