

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: November 18, 2004

REVISED: August 17, 2006

REVIEWED: October 16, 2025

	536. PERSONAL NECESSITY LEAVE
1. Purpose	Purpose This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 1850.1	Authority 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.
3. Guidelines	Guidelines <u>Personal Leave</u> The total number of days granted for personal leave in any one (1) year may not exceed the provisions of the applicable collective bargaining agreement. Requests for personal leave shall be made in advance to the immediate supervisor and Administrative Director. The Administrative Director shall grant such leave. Unused personal leave shall be accrued as provided for in the applicable collective bargaining agreement. 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 to be so by the Administrative Director. <u>Bereavement Leave</u> When a classified employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of up to five (5) 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.

536. PERSONAL NECESSITY LEAVE - Pg. 2

School Code 1850.1	When a classified employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence of up to two (2) school days. 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. Compensation for bereavement leave shall be in full.
-------------------------------	--