

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES  
 TITLE: PERSONAL NECESSITY LEAVE  
 ADOPTED: November 18, 2004  
 REVISED: August 17, 2006, April 19, 2018  
 REVIEWED: May 21, 2026

436. PERSONAL NECESSITY LEAVE	
1. Purpose	<p><b>Purpose</b>                  This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.</p>
2. Authority SC 1154, 1850.1	<p><b>Authority</b>                  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>
3. Guidelines	<p><b>Guidelines</b>  <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. The principal shall grant such leave.</p> <p>No personal leave shall be granted on the workday immediately preceding or following any school holiday unless stipulated in the current employment agreement or in the case of a serious, unexpected, unforeseen situation requiring emergency action, which must be properly reported to the Principal and 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 in the case of a serious, unexpected, unforeseen situation requiring emergency action which is properly reported to administration.</p>

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<p>SC 1154</p> <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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