

# ANTIETAM SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
 TITLE: PERSONAL NECESSITY LEAVE  
 ADOPTED: February 24, 1997  
 REVISED:

<p>436. PERSONAL NECESSITY LEAVE</p>	
<p>1. Purpose</p>	<p>This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.</p>
<p>2. Authority</p>	<p>The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.</p>
<p>3. Guidelines</p>	<p><u>Personal Leave</u></p> <p>Two (2) days personal leave, with pay, will be granted to each professional full time employee per school year. The employee may accumulate these personal days to a total of three (3) in any contract year.</p> <p><u>Emergency Leave</u></p> <p>The Superintendent is authorized to grant an emergency leave without loss of pay for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Serious illness or accident involving a member of the immediate family (father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household).</li> <li>2. Emergencies affecting their legal residence (fire, water destruction, structural damage, burglary, and vandalism).</li> </ol> <p>Application for an emergency leave is to be presented, in writing to the Superintendent at least one (1) school day prior to the date requested. If this is not possible, then the request shall be submitted on the day the employee returns to their duties. At the same time appropriate copies shall be submitted to the immediate principal.</p>

Any professional employee(s) violating the emergency leave policy will:

1. On the first offense lose one (1) day's pay and return the emergency day pay (2 days).
2. On the second offense be suspended for a period of five (5) school days without pay and return emergency day pay (6 days).
3. On the third offense be dismissed as a professional employee and return emergency day pay.

The Superintendent may determine if a violation of the emergency leave policy has occurred within ninety (90) calendar days of the granted emergency day.

#### Association Days

The Association officers shall be granted Association days in accordance with the collective bargaining agreement for the purpose of conducting Association business. While on such leave, employees shall suffer no loss in salary, benefits, or other contractual advantages to which they are entitled.

#### Bereavement Leave

Paragraphs (b) and (c) of Section 1154 of the School Code shall govern the leave of professional, temporary professional, and nonprofessional employees because of death in the immediate family or death of a near relative. Additional leave may be granted at the discretion of the Superintendent.

"(b) Whenever a professional or temporary professional employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three (3) school days. The Board of School Directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home."

"(c) Whenever a professional or temporary professional employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral. The Board of School Directors may extend the period of absence with pay in its discretion as the

School Code  
1154 (b) (C), (d)

exigencies of the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law."