# 436. PERSONAL LEAVE

## 1. Purpose

This policy shall provide for professional employee's absence for personal necessity when not otherwise covered in other district approved Board policies.

## 2. Authority

The Board has the authority to establish reasonable guidelines that specify the manner of proof of personal necessity, 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 such leave.

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## 3. Guidelines

The total number of days used for personal leave in any school year may not exceed two (2) to three (3) days, pending employee classification and eligibility.

### Bereavement Leave

Leave may be taken immediately following the death for the following reasons:

- **SC 1154**
  1. Death of a member of the employee's immediate family to a maximum of five (5) days for each death.

- **SC 1154(c)**
  2. Death of an employee's near relative to a maximum of one (1) day (day of funeral) for each death.

For purposes of this policy, the following definitions shall apply:

1. **Immediate family** which is 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.

2. **Near relative** which is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
Military Leave

SC 1176

Personal leave for military or reserve duty shall be granted to regular employees pursuant to federal and state law. Employees called to active military or reserve service must notify the district as soon as possible and must submit to the district copies of all accompanying military orders. Employees absent from employment due to active military duty (including training) shall be afforded fifteen (15) days of paid leave per fiscal year.

SC 1176, 1177

All rights and privileges regarding salary, status and seniority shall be reserved to such employee as if s/he continued employment with the district. Such employee shall agree to return to the district for a period of not less than one (1) year upon termination of such military leave. Employees will retain all health benefits for the first thirty (30) days of active duty at no cost above the regular employee contribution. Employees may elect to continue health benefit coverage following the initial thirty (30) day period at the employee’s expense. The district shall promptly reinstate the employee upon return from duty to a job with pay, status and seniority equivalent to what the employee would have enjoyed had there been no military leave.

SC 1178

The district shall pay into the Public School Employee’s Retirement Fund on behalf of each such employee, to the contribution to be made by it, so that such employee’s retirement rights shall in no way be affected by such leave. If the employee resigns, or fails to return to his/her employment from military or reserve duty, unless waived by the district, the amount contributed by the district to the Retirement Fund shall be deducted from the refundable payable such employee, i.e. the amount paid by the district during the period of leave, or shall be collected from said employee accordingly.

Family Member Military Leave

The district shall allow employees Family Member Military Leave for purposes of being with family members (as defined under Bereavement Leave) who had previously been called to military duty during times of war and/or national emergency, and have been allowed a leave. Employees must make a written request for such leave and must submit to the district copies of all accompanying military orders identifying dates of said leave. Family Member Military Leave shall be non-paid, consecutive, and shall not exceed ten (10) days in any given school year.
Guidelines Pertaining to All Types of Personal Leave

In no case shall personal leave be honored on the first day and last day of each professional contract year and each student year, in-service days, for compensable activities of any kind, the day preceding, or the day following the Labor Day, Thanksgiving, Christmas, Easter, and Memorial Day school recesses. Consecutive days of absence which include any of the previously enumerated days on which personal leave is prohibited, do not qualify as personal leave days. In the event of an emergency, a request for consideration shall be presented to the Superintendent for a decision.

Compensation for personal leave shall be paid in full for approved time off.

The Collective Bargaining Agreement with the Spring-Ford Education Association provides for procedures that may differ from this policy. In the event that such a condition exists, the procedures must be adapted to the Collective Bargaining Agreement for the bargaining unit personnel.

References:

School Code – 24 P.S. Sec. 510, 1154, 1176, 1177, 1178