# 536. PERSONAL LEAVE

## 1. Purpose

Pursuant to the provisions of this policy, the following guidelines provide for a classified 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.

## 3. Guidelines

The total number of days used for personal leave in any 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 | 2. Death of an employee’s near relative to a maximum of one (1) day (day of funeral) for each death. |

For the 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.
| SC 1176 | **Military Leave**  

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 Employees’ Retirement Fund on behalf of each such employee, 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 refund 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 immediate 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 used for extension of a school holiday or vacation, extension of an approved vacation, or compensable activities of any kind.
Compensation for personal leave shall be paid in full for approved time off that does not exceed allowable personal leave.

References:

School Code – 24 P.S. Sec. 510