

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES  
TITLE PERSONAL LEAVE

ADOPTED: May 19, 2014

REVISED: Formerly 3810, 3820

## 336. PERSONAL LEAVE

*1. Purpose*

This policy shall provide for an employee's absence for personal leave when not otherwise covered by sick leave or disability policies.

*2. Authority*

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.

*3. Guidelines*

**Bereavement**

Whenever an 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. Immediate family shall include father, mother, son, daughter, husband, wife, parent-in-law, brother and sister.

One (1) school day with pay shall be provided for the death of a grandchild, grandparent, aunt, uncle, first cousin, niece, nephew, son-in-law, daughter-in-law, brother-in-law and sister-in-law. All other bereavement leaves shall be in accordance with the school code.

**Emergency (Urgent) Leave**

Urgent leave will be granted in accordance with the current negotiated agreement.

*School Code  
1154*