

*Personal Days*

At the discretion of the Superintendent of Schools, personal days may be granted to employees not governed by provisions of a collective bargaining agreement or compensation plan or in cases of contracts or compensation plans in which personal days are not addressed.

The procedure to be followed in requesting a personal day will be as follows:

A written request stating the day(s) requested and the reason for the request is to be submitted to the building principal/supervisor at least five (5) working days prior to the requested day(s). The principal/supervisor will forward the request along with a recommendation to the Superintendent of Schools within one (1) working day of receiving the request with an immediate decision to be communicated to the individual concerned.

Any exception to the above procedure as related to time limitations will be granted only under the most extenuating circumstances.

In the case of an emergency situation, where it can be established that time did not permit requesting prior written approval, the request may be submitted after the fact following the procedure as outlined above. However, every effort must be made by the employee to notify the principal/supervisor of the emergency prior to the day of absence.

Since the merit of each request must be considered on an individual basis, a detailed listing of the reasons for granting personal leave days is not possible.

Included, but not limited in the reasons employees may receive personal days with pay, are the following:

Graduation programs for degree award to teacher

Graduation of son or daughter

Transportation of son or daughter to college

Settlement of an estate

Settlement involving the purchase of a house or other real estate

Moving of household goods (other than involving the acceptance of a position in another district).

Under special circumstances, the Superintendent may also grant personal days without pay upon written request.

*Absence With Pay for Other Approved Reasons*

All employees of the District shall be allowed absences for the following reasons, as defined in the Pennsylvania Public School Code of 1949, as amended:

1. Death in the Immediate Family

Immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or any person with whom the employee has made their home.

2. Death of a Near Relative

A near relative shall be defined as: first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law.

3. Court Witness and/or Jury Duty