

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: June 20, 1994

REVISED:

FAIRVIEW SCHOOL DISTRICT

	336. PERSONAL NECESSITY LEAVE
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.
2. Authority	The Board has the authority to specify reasonable conditions under which personal leaves may be granted, the type of situations in which such leaves will be permitted and the total number of days which may be used in any school year.
3. Guidelines	<u>Funeral Leave</u>
SC 1154(b)	Administrative employees shall be allowed five (5) consecutive work days, with full pay, in each case of death of a member of the immediate family. The term "immediate family" shall be understood to include the following: mother, father, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister in-law, grandmother, grandfather, granddaughter, grandson of employee, or near relative who resides in the same household, or any person with whom the employee has made his/her home.
SC 1154(c)	In all cases of death of near relative (aunt, uncle, niece, nephew), the employee will be allowed four (4) work days with full pay. In the case of the death of a first cousin, the employee will be paid for absence on the full day necessary to attend the funeral. The Superintendent, upon written request, may grant an extension of the within leave, said request not to be unreasonably denied.
School Code 1154	