FAIRVIEW SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: June 20, 1994

REVISED:

536. PERSONAL NECESSITY LEAVE

1. Purpose

Pursuant to the provisions of this policy, the following guidelines provide for a support employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.

2. Authority
SC 407

The Board has the authority and responsibility to establish reasonable guidelines that specify the manner of proof of personal necessity, 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

Emergency Leave

The Board delegates to the Superintendent the authority to grant, at his/her discretion, emergency leave with or without pay to supportive employees under unusual and exceptional circumstances for time periods not to exceed thirty (30) days.

Personal Leave

Due to the potential disruption to the district when supportive personnel are absent, personal leaves of absence without pay will not be granted other than leaves described elsewhere in Board policies.

School Code
407