

Hamburg Area School District

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Number	336
Status	Active
Legal	1. 24 P.S. 510 2. 24 P.S. 1154 3. 38 U.S.C. 4301 et seq 4. 51 Pa. C.S.A. 4102 5. 51 Pa. C.S.A. 7301-7309
Adopted	August 24, 2015
Last Revised	March 27, 2017

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.[\[1\]](#)
[\[2\]](#)

Guidelines

Personal Leave

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

Bereavement leave shall be provided in accordance with the respective collective bargaining agreements and contracts.[\[2\]](#)

Military Leave

Military leave shall be granted in accordance with law.[\[3\]](#)[\[4\]](#)[\[5\]](#)

Last Modified by Michele Zimmerman on April 26, 2017