

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: PERSONAL NECESSITY LEAVE  
ADOPTED: December 8, 2014  
REVISED:

	436. PERSONAL NECESSITY LEAVE
1. Purpose	This policy shall provide for a professional 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 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	<p><u>Personal Leave</u></p> <p>Three (3) days of personal leave per school year shall be provided for all full-time professional employees. Personal leave may be accumulated to a maximum of five (5) days.</p> <p><u>Bereavement Leave</u></p> <p>Whenever a professional employee is absent from duty because of a death in the <b>immediate family</b>, there shall be no deduction in salary for an absence not in excess of three (3) school days exclusive of sick leave. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same house, or any person with whom the employee has made his/her home.</p> <p>Whenever a professional employee is absent because of the death of a <b>near relative</b>, there shall be no deduction in salary for absence on the day of the funeral. One (1) day exclusive of sick leave will be allowed for the death of a near relative. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.</p>
SC 1154 (b)	