

SHALER AREA SCHOOL DISTRICT

POLICY 536

SECTION: CLASSIFIED EMPLOYEES
 TITLE: PERSONAL LEAVE
 ADOPTED: February 18, 1998
 REVISED:

536. PERSONAL LEAVE

1. Purpose Pursuant to the provisions of this policy, the following guidelines provide for a classified employee's absence for personal when not otherwise covered by the terms of a collective bargaining agreement.

2. Authority The Board has the authority and responsibility to establish reasonable
 SC 407 guidelines that specify the manner of proof of personal necessity, 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 such leave.

3. Guidelines Request for personal necessity leave shall be made in advance to the immediate supervisor who reserves the right to verify such request by any appropriate means.

Advance permission is not required in emergency situations.

School Code
 407