

Infinity Charter School

SECTION: PROFESSIONAL STAFF

TITLE: PERSONAL NECESSITY LEAVE

APPROVED: January 25, 2004

436. PERSONAL NECESSITY LEAVE

1. Purpose	This policy shall provide for professional employees' absences 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>Each regular employee shall be granted two (2) working days of personal leave a year. The professional employee shall designate the day(s) absent to be used as personal leave. Unused personal leave days may be accumulated to a maximum of five (5) days or may be added to accumulated sick leave. Unused days will be accumulated unless the employee requests, in writing by July 1, for the days to be added to sick leave.</p> <p>The maximum number of professional employees that will be granted a personal leave day on the same date shall not exceed fifteen (15). These fifteen (15) employees shall be determined according to the order of request submitted to the Superintendent. No employee will be granted personal leave during the first or last week of school.</p>
SC 1154(b) SC 1154(c)	<p><u>Bereavement Leave</u></p> <p>Leave may be taken for the following reasons:</p> <ol style="list-style-type: none"> 1. Death of a member of the employee's immediate family, to a maximum of three (3) days. 2. Death of an employee's near relative, to a maximum of one (1) day in order to attend the funeral. <p>Compensation for personal leave shall be in full for approved time off.</p>