Purpose

This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.

Authority

The Board has the authority to specify reasonable conditions under which unpaid personal necessity leave may be granted, the types 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 necessity leave.[1]

Delegation of Responsibility

The Superintendent or his/her designee shall develop procedures for personal necessity leave:

1. Up to two (2) days of leave without pay may be approved by the Superintendent of Schools. Such leave requests will be considered for necessity situations only.

2. Appeals from the Superintendent’s decision regarding such leaves of absence may be made to the Board. Such appeals should be presented in writing to the Secretary of the Board no later than two (2) weeks prior to regularly scheduled public Board meetings.

Guidelines

Requests for necessity leaves of absence without pay over and above two (2) days in one school year must be approved by the Board of School Directors. When possible such requests should be submitted to the Superintendent at least two (2) weeks prior to the regularly scheduled public Board meetings.

Personal necessity leaves without pay may be taken only for the following reasons:
1. Required court appearance(s).

2. Wedding day of employee or of a member of the immediate family.

3. Accident resulting in serious damage to the employee's personal property.

4. Such other good and sufficient reason(s) as may be determined by the Superintendent and/or the Board of School Directors.