

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY  
LEAVE

ADOPTED: November 14, 2007

REVISED:

536. PERSONAL NECESSITY LEAVE	
1. Purpose	Pursuant to the provisions of this policy, the following guidelines provide for a classified employee's absence for personal necessity when not otherwise covered by the terms of a collective bargaining agreement.
2. Authority SC 510	The Board has the authority and responsibility to establish reasonable 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 principal or his/her designee who reserves the right to verify such request by any appropriate means.
School Code 510	