



Book	Policy Manual
Section	300 Administrative Employees
Title	Personal Necessity Leave
Code	336
Status	First Reading
Adopted	September 18, 2000
Last Revised	May 19, 2025
Prior Revised Dates	12/11/2017; 7/11/2022

Purpose Authority

This policy shall provide for an administrative employee's absences for defined personal necessity leave, also known as bereavement leave by administrative.

Authority

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days, which that may be used by an employee in any school year for such leave.^[1]
^[2]^[3]

Guidelines

Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.^[2]

- Legal
- [1. 24 P.S. 510](#)
 - [2. 24 P.S. 1154](#)
 - 3. Pol. 104