

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: July 1, 1991

REVISED: October 11, 2010

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.
2. Authority SC 1154, 1850.1	The Executive Council 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. Delegation of Responsibility	<p>The Director or a designee shall be responsible for implementing this policy.</p> <p>Employees shall be entitled to request an unpaid leave of absence for a period not to exceed one (1) year. Such leave shall be granted at the discretion of the Director, who may also extend the period of leave an additional year, on a case-by-case basis.</p> <p>Any employee, while on leave of absence, may at his/her option continue their group insurance coverage by making appropriate payments to the district as long as it is acceptable to the insurance carrier.</p> <p>Upon return to active employment immediately upon the expiration of the authorized leave of absence, all benefits of employment in force at that time shall be restored to the employee. Seniority shall not accrue while on a leave of absence.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1154, 1850.1</p>