

THE SCHOOL DISTRICT
OF PHILADELPHIA

SECTION: 300 Employees

TITLE: Personal Leave

ADOPTED: April 27, 1981

REVISED: February 15,
2018

336. PERSONAL LEAVE

Authority

This policy shall provide for absences for defined personal leave by administrative, professional and support employees.

Consistent with applicable collective bargaining agreements, The School Reform Commission 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 that may be used by an employee in any school year for such leave.[1][2]

Personal Leave

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the collective bargaining agreement, employee policies or SRC resolution.

Personal leave may be used for urgent personal business which cannot be conveniently scheduled on days other than work days and for personal emergencies requiring immediate attention.

Requests for personal leave that would have the effect of extending school holidays or beginning the summer vacation earlier or extending it will not be approved except in the most unusual circumstances unless permitted by the applicable collective bargaining agreement and approved by the Office of Talent.

Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with applicable provisions of the collective bargaining agreement, employee handbook or SRC resolution.

Duration of the specific leave is dependent upon the relationship of the employee to the deceased, as outlined in the employee handbook and maintained by the Office of Talent.

Unpaid personal leaves shall be granted to district employees in accordance with applicable provisions of the respective collective bargaining agreement, employee handbook or SRC resolution.

Military Leave

The District shall provide eligible employees with leaves of absence for military training, active duty, and for reserve duty in the military service in accordance with applicable collective bargaining agreements, state and federal law and regulations and as outlined in the employee handbook and maintained by the Office of Talent.[3][4][5][6][7]

Legal References:

1. [24 P.S. 1154](#)
2. [Philadelphia Home Rule Charter - 12-308](#)
3. [24 P.S. 1176-1181](#)
4. [51 Pa. C.S.A. 4102](#)
5. [51 Pa. C.S.A. 7309](#)
6. [38 U.S.C. 4301 et seq](#)
7. [20 CFR Part 1002](#)

Related Information:

- [24 P.S. 510](#)
- [Philadelphia Home Rule Charter - 12-300](#)