


# MEMORANDUM

PENNSBURY SCHOOL DISTRICT  
OFFICE OF EQUITY, DIVERSITY, AND EDUCATION  
134 YARDLEY AVENUE • P.O. BOX 338 • FALLSINGTON, PA 19058-0338  
www.pennsburyisd.org

**TO:** All Newly-Hired Classified-Support Staff Employees of the Pennsbury School District  
**FROM:** Cherrissa Gibson, Ed.D., Director of Human Resources, Professional Development, and Equity   
**SUBJECT:** Sick and Personal Leave During Probation

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You have been hired under a probationary period of three (3) calendar months. You should be aware that absences for **personal illness** during the probationary period will require you to present to the District medical documentation from your physician attesting to your illness.

Please also be advised that probationary employees will not be eligible for personal business absences during this probation period of three (3) calendar months.

Name of Employee: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Sick and personal leave will be pro-rated for the year that employment with the district ceases or an employee takes an unpaid leave of absence.

cc: Personnel File

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