

3436 PERSONAL LEAVE

The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members as negotiated with the employee's majority representative. However, for employees not covered by the terms of a negotiated agreement, the number of personal leave days and the conditions for which they shall be granted, will be those stipulated in this policy.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

A regularly employed teaching staff member may be absent without loss of compensation for reasons of personal necessity not more than three days during the school year. No unused personal leave day or days may be accumulated for use in a subsequent school year.

A request for a personal leave day shall be made to the Principal or immediate supervisor not less than one day in advance of the proposed leave, except that advance permission is not required when the personal necessity is an emergency.

Personal leave may be taken for personal, legal, business, household or family matters that require the absence of the staff member during school hours.

N.J.S.A. 18A:30-7

Adopted: 9 February 2009

