ELSINBORO TOWNSHIP BOARD OF EDUCATION FILE CODE: 4150/4250

Salem, New Jersey

Policy

# Leaves AND PERSONAL DAYS

The Elsinboro Township Board of Education recognizes that certain absences are justifiable and will provide for employee absences authorized by law and consistent with the current negotiated agreement.

All leaves of absence, except those covered by statute or by Association agreement are at the approval of the board of education.

For all leaves under one week in duration, the board of education delegates responsibility to the superintendent. The superintendent’s decision may be appealed to the board of education.

All requests for leaves of one week or more in duration must be presented to the board of education for review.

Understanding that the prime duty of all employees is to foster the educational program, leaves will be considered for the following only:

A. Professional development;

B. Family emergencies;

C. Extraordinary circumstances beyond the employee’s control.

An employee who is granted a leave of absence pursuant to this policy shall not be entitled to a salary increment, unless said employee works at least six (6) months during the school year.

Unpaid Leaves of Absence

The Elsinboro Township Board of Education recognizes that its employees may have the need for an amount of time away from the workplace at times of the year that school would normally be in session. Therefore, employees may make a request of the superintendent for approval of an unpaid leave of absence. For extended leaves of absences of three days or more, employees make a request to the board of education. Each request will be considered on a case-by-case basis.

Personal Days

Full-time employees not covered by the negotiated agreement shall be entitled to the same release time as the Elsinboro Education Association Agreement.

Part-time employees shall be entitled to the same release time as the Elsinboro Education Association Agreement; prorated per year.

Except in case of emergency, the employee will apply in writing to the superintendent at least one day in advance. In case of emergency, the employee may call the secretary in charge of emergency days. All such telephone conversations will subsequently be confirmed in writing by the employee and given to the superintendent as soon as possible.

Unused personal days may be “rolled over” into sick days for the next school year.

Verification of Absence

The superintendent or the supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five days of the request for verification.

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Readopted:

Key Words

Leave, Professional Leave

**Legal References:** N.J.S.A. 18A:30-1 et. seq. Leaves of absence

**Possible**

**Cross References:** \*2224 Nondiscrimination/affirmative action

 \*4111.1/4211.1 Nondiscrimination/affirmative action

 \*4112.4/4212.4 Health

 \*4151.1/4251.1 Personal illness and injury

 4151.5/4251.5 Jury duty

 \*5145.4 Equal educational opportunity

 \*6121 Nondiscrimination/affirmative action

\*Indicates policy is included in the Critical Policy Reference Manual.