



# South River Public Schools

## Department of Curriculum, Instruction and Personnel

South River Board of Education  
South River, New Jersey 08882

*Dr. Joseph Trivisonno*  
Assistant Superintendent  
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### Scheduled Absence Procedure

To: South River Public Schools Instructional Staff

From: Dr. Joseph Trivisonno, Assistant Superintendent

Date: August 1, 2022

Re: Scheduled Absences

The district is continuing to use AESOP to manage staff absences. Below is the revised procedure that will be in place for staff members wishing to submit for a scheduled absence including a Personal or Professional Day. Failure to follow the procedures below may result in the denial of the scheduled day off that is being requested.

#### **Personal Day:**

In the case of a scheduled Personal Day, staff are required to submit a request for this via AESOP (the online absence management tool) AT LEAST 3 days prior to the absence. This type of absence requires approvals and in order to secure substitutes, must be done in advance of the day. Failure to submit a request for this day in advance of the day may result in it being denied.

#### **Professional Day: (Forms can be downloaded from the District Website)**

In the case of a scheduled Professional Day (ANY out of district professional day), staff must complete and submit the Professional Day Request form and include documentation (flyers, e-mails, advertisements, etc.) with the form. This procedure has not changed. **The form must be completed, signed by the employee and building principal and received in the Office of Curriculum, Instruction and Personnel at least one (1) month prior to a Board of Education meeting.** Requests not meeting that criteria may be partially or completely denied. If requesting a Professional Development Day, DO NOT enter the absence into AESOP, that will be done by this office once approved.

If an employee is being sent to an out of district workshop using a Professional Day by a building or district administrator, a memo/ e-mail from that administrator will suffice as documentation of the workshop in addition to the Professional Day Request Form.

Following attendance at an out of district workshop, staff are required to complete the Professional Day Report and submit a copy to the Office of Curriculum, Instruction and Personnel within 5 days of the Professional Day. Failure to complete the report may result in subsequent days being denied.

**PLEASE NOTE THAT STAFF MEMBERS ATTENDING A VIRTUAL OR OFF SITE PROFESSIONAL DEVELOPEMNT OFFERING MAY BE ASKED TO TURNKEY THAT INFORMATION AT A DEPARTMENT/ GRADE LEVEL/ DISTRICT PD SESSION.**

Requests for professional development must align with the teacher's individual professional development plans (PDPs) as well as the school and district Professional Development Plans. Approval to attend such meetings will be granted by the Board of Education upon the recommendation of the Superintendent of Schools in accordance with the following regulations:

- A. The Professional Day Request Form must be submitted to your immediate Principal or Director for approval. Workshop description, registration and mileage report must be attached. If reimbursement is not requested, completed forms with supporting documentation are still required. You need to use the updated form located on the district website.
- B. The completed form is to be forwarded to the Office of Curriculum, Instruction and Personnel for approval. Reimbursement requisitions will be completed by this Office. If your workshop is being paid for by a PO, it is your responsibility to find out if the vendor is an approved vendor prior to that request. If the vendor is not approved, then the request for reimbursement will be made to you based on the contractual amount.
- C. Maximum reimbursement for attendance at such meetings shall not exceed eighty (\$100.00) dollars per day.
- D. Mileage shall be reimbursed at \$0.47 per mile for all staff members as per N.J.A.C. 6A:23A-9(4)(i)(1). If mileage reimbursement is being requested, you must use the school address as the starting point and not your home.
- E. Only one teacher from a department/grade level shall be permitted to attend with the exception of large conferences or meetings of special importance when a second teacher shall be permitted to attend.
- E. It is the responsibility of the staff member to secure approval prior to attending either by receiving a copy of the approved Professional Development Absence Request Form or calling the Superintendent's Office.
- G. Do not enter a Professional Development Day absence in AESOP. That will be done by this office once approved.
- H. Following the workshop, it is the staff members' responsibility to complete and forward the Professional Day Report Form to the Director of Curriculum, Instruction and Personnel
- I. On-site professional development workshops (such as in-service days or special sessions) do not require absence forms — the administrator in charge of the event submit for the substitute.

**Unpaid Day:**

In order to request an unpaid day, staff members are REQUIRED to request approval using the form on the website from the Superintendent at least 3 days in advance of the absence. Staff will not enter Unpaid as an absence reason in AESOP as this will be administratively entered.

**Miscellaneous Day:**

This type of absence should only be entered by building or central office administrative staff as a category or need must be attached to this type of absence. Do not submit for a Miscellaneous Day in Aesop. If approved, it will be entered administratively.