

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS
3435/page 1 of 2
Unpaid Leave of Absence

3435 UNPAID LEAVE OF ABSENCE

The Board of Education may provide for unpaid leaves of absence for teaching staff members as set forth herein. For teaching staff members, certain unpaid leaves of absence are covered under the collective bargaining agreement. These include disability (other than family medical leave which is covered by applicable federal and state family leave laws and Board Policy No. 3431.1, 3431.2, 4431.1, and 4431.2), child rearing, professional improvement, sabbatical, and military service (also covered by applicable law). In addition to the leaves granted by applicable law and collective bargaining agreement, the Board may, at its discretion, consider granting unpaid leaves of absence to employees who have exceeded their allotted leave days on an individual (case-by-case) basis.

A teaching staff member who anticipates the need for an unpaid leave of absence for reasons not otherwise granted by law, board policy, or collective bargaining agreement (if same applies) shall so notify and request said leave of the Superintendent as soon possible and in sufficient time for the Superintendent to present the request to the Board of Education at the next scheduled Board of Education meeting prior to the requested leave. In order to meet this timeframe, requests must be submitted at least thirty (30) days in advance of the Board meeting preceding the requested leave (however, more than 30 days may be provided and is encouraged, as it may be a consideration of the Superintendent and Board in using their discretion to grant the leave). In the event of an emergency where it is not reasonable or possible to obtain Board approval in advance of the requested leave, the Superintendent may pre-approve the leave upon a showing/justification from the employee of the emergency. In doing so, the Superintendent shall indicate to the Board that the leave was pre-approved due to emergency circumstances.

The Stafford Township Board of Education will require any teaching staff member requesting an unpaid leave of absence under the provisions of this Policy to provide justification and documentation to support their need for the requested leave. Requests and documentation shall be submitted to the Superintendent on a form created for that purpose.

The Board reserves the right to require any teaching staff member who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.



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3435/page 2 of 2
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All unpaid leaves of absence granted under this Policy shall be granted on an individual case-by-case basis. The granting of any unpaid leave of absence to one employee under this policy does not automatically mean it will be granted to any other employee and will not constitute a past practice.

Employees who fail to follow the provisions and procedures set forth herein will subject to discipline.

Adopted: 22 July 2004
Revised: 19 August 2010

