

Policy

UNCOMPENSATED LEAVES

Employed personnel of the school district may wish or be required to be absent for reasons including:

- A. Those beyond their control; such as personal sickness or injury, jury duty, military service or emergencies;
- B. Those governed by compassion or conviction, such as family illness, bereavement, and other personal reasons;
- C. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars, and other patterns of additional study;
- D. Those provided by scheduled vacations and personal leave days.

Staff absences may have a deleterious effect upon the continuity of instruction for students and the operation of school facilities or other reasons and therefore, the decision to grant a leave of absence by the board shall be predicated upon the recommendation of the chief school administrator and the potential impact on the school program.

Long Term Leaves of Absence

Leaves of absence without pay including renewals and extensions for reasons other than those covered by the Family Medical Leave Act or the Family Leave Act may be granted to full-time employees by the board of education, following a written request by the employee and recommendation by the chief school administrator. The applicant will be notified in writing of the disposition of the request.

The board shall specify the conditions under which uncompensated leave may be taken for those employees not otherwise covered by the terms of a valid agreement currently in force with a recognized bargaining unit and for which the Family Medical Leave Act or the Family Leave Act Family Leave Act provisions do not apply.

Commitment of Employee

An employee granted an uncompensated leave shall inform the board within four weeks of the scheduled return date as to his or her intentions. In the case of an uncompensated leave terminating after June 30 and before September 15 annually, the employee must notify the board prior to the close of school in June.

While on uncompensated leave for more than thirty calendar days, an employee shall not be entitled to group insurance benefits except as required Family Leave Act provisions if applicable, and COBRA provisions.

Leaves of Absence For Non-collective Bargaining Personnel

It is the policy of the board to provide the same release policies to all full-time staff members not covered by the terms of a negotiated agreement as may be provided to such employees so covered.

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| Adopted: | April 28, 2004 |
| NJSBA Review/Update: | June 2015 |
| Readopted: | August 12, 2015 |

LEAVES (continued)

Key Words

Leave, Professional Leave

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

Possible

Cross References:

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|----------------|--------------------------------------|
| *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.