

POLICY

BAYONNE

BOARD OF EDUCATION

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4431 UNCOMPENSATED LEAVE

The Board of Education in consideration for the well-being of the custodial/maintenance staff, feels it is necessary to adopt a policy of uncompensated leave for those staff members.

The Board may, upon request by a custodian/maintenance employee, grant a leave of absence without pay to such employee upon good cause shown and at the discretion of the Board, as follows:

1. Any employee having less than five years of service with the Board may be granted a leave for a period not exceeding six months; no exceptions will be granted. If the leave request is predicated upon personal illness, the employee must have utilized all accumulated sick leave days to his or her credit prior to applying such leave.
2. Any employee having five years or more service with the Board may be granted a leave for a period not exceeding one year; no exceptions will be granted. If the leave request is predicated upon personal illness, the employee must have utilized all accumulated sick leave days to his or her credit prior to applying such leave.
3. The Board also agrees to permit employees on such leave to continue health insurance coverage for the period of such approved leave upon payment by the employee to the Board of the costs of such coverage during the leave.

Adopted: 28 July 1997


