

POLICY

COLLINGSWOOD BOARD OF EDUCATION

CERTIFICATED STAFF
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PERSONAL LEAVE

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The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members not covered by the terms of a negotiated agreement.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

A regularly employed teaching staff member may be absent without loss of compensation for reasons of personal necessity not more than three (3) days during the school year. An administrative staff member may be absent without loss of compensation for reasons of personal necessity not more than three (3) days during the school year. Personal leave days not used by the conclusion of a school year shall be credited to the employee's accumulated sick leave.

A request for a personal leave day shall be made to the Superintendent not less than two (2) working days in advance of the proposed leave, except that advance permission is not required when the personal necessity is an emergency.

Personal leave may be taken for personal, legal, business, household, or family matters which require absence during school hours and such other good cause as may be determined by the Superintendent.

In no case shall personal leave be taken to extend a school holiday, vacation, or religious holiday or for social or avocational reasons.

N.J.S.A. 18A:30-7

Adopted: September 26, 2005

Revised: March 17, 2009

