

POLICY

COLLINGSWOOD BOARD OF EDUCATION

SUPPORT STAFF
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PERSONAL LEAVE

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The Board of Education will provide for an employee's compensated absence for reason of personal necessity 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 permanent employee may be absent without loss of compensation for reason of personal necessity not more than three (3) days during the school year. No unused personal leave day or days may be accumulated for use in a subsequent school year.

A request for a personal leave day shall be made to the Superintendent not less than two (2) 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 social or vocational reasons.

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

Adopted: September 26, 2005

Revised: March 17, 2009

