

POLICY

BOARD OF EDUCATION
MORRIS-UNION
JOINTURE COMMISSION

TEACHING STAFF MEMBERS
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Personal Leave

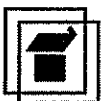
3436 PERSONAL LEAVE

The Board of Education will provide for an employee's compensated absence for reason of personal necessity. For the purposes of this policy, school year for twelve-month employees is defined as July 1st - June 30th; for ten-month employees, school year is defined as September 1st - June 30th.

All ten or twelve month employees who work twenty hours or more per week, upon written request and approval by the immediate supervisor five school days in advance of the date of the leave requested, may access up to three personal days with prior administrative approval per school year provided that:

1. These days will not be used for matters of entertainment, recreation, shopping or similar activities, but will be used to conduct those matters of importance that cannot be transacted outside of normal school hours.
2. Staff beginning employment during the year or after September 1st (ten-month staff) or July 1st (twelve-month staff) shall receive a pro-rated number of days based on the number of whole months remaining in the school year. The decimal portion of the calculation will be rounded down to the nearest whole day.
3. Consecutive days, including Monday and Friday combinations, shall not be taken.
4. No more than one day shall be approved in a three-month period.

For ten-month staff, a three-month period is defined as September 15th - November 30th; December 1st - February 28th or 29th; March 1st - one week prior to the last day of the school year.



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For transportation staff, a three-month period is defined as September 15th - November 30th, December 1st - February 28th or 29th; March 1st - June 30th.

For twelve-month staff is defined as July 1st - September 30th; October 1st - December 30th; January 1st - March 31st; April 1st - June 30th.

Personal days will not be approved for consecutive days extending into two monthly periods.

5. These days will not be taken immediately before or after a vacation day or when school is closed.
6. These days are subject to the administrative discretion of the employee's immediate supervisor.
7. Any days not utilized during that school year will not be carried over to the following school year.
8. Personal days are considered as paid leave days; therefore, they must be used prior to Uncompensated Leave.

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

Adopted: 7 September 1989
Revised: 11 March 1999, 6 July 2000,
13 November 2003, 14 October 2004,
8 June 2006

