

# POLICY

BOARD OF EDUCATION  
MORRIS-UNION  
JOINTURE COMMISSION

SUPPORT STAFF MEMBERS  
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Personal Leave

## 4436 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, contract year for twelve month employees is defined as July 1<sup>st</sup> - June 30<sup>th</sup>; for ten-month employees, contract year is defined as September 1<sup>st</sup> - June 30<sup>th</sup>.

All ten month employees who are employed prior to July 1, 2007 and work twenty hours or more per week, as well as twelve month employees who work twenty hours or more per week, upon written request and with prior written approval by the immediate supervisor at least five work days in advance of the date of the leave requested, may access up to three personal days 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 members beginning employment during the year or after September 1<sup>st</sup> (ten-month staff) or July 1<sup>st</sup> (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 15<sup>th</sup> - November 30<sup>th</sup>; December 1<sup>st</sup> - February 28<sup>th</sup> or 29<sup>th</sup>; March 1<sup>st</sup> - one week prior to the last day of the school year.

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



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

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. Approval of these days is 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.

Transportation employees and other ten month employees, with the exception of teacher assistants, who are employed on or after July 1, 2007 and work twenty hours or more per week, upon written request and with prior written approval by the immediate supervisor at least five work days in advance of the date of the leave requested, may access one personal day per school year provided that:

1. This day 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 members beginning employment after September 1<sup>st</sup> but prior to February 1<sup>st</sup> shall receive one half of a personal day for that school year. All ten month employees hired February 1<sup>st</sup> or later will not earn any proportionate personal day for that particular year of hire.
3. This day will not be taken immediately before or after a vacation day or when school is closed.



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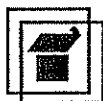
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4. Approval of this day is subject to the administrative discretion of the employee's immediate supervisor.
5. Any personal day not utilized during a school year will not be carried over to the following school year.
6. A personal day is considered as a paid leave day; therefore, it must be used prior to Uncompensated Leave.

Teacher assistants who are employed on or after July 1, 2007 and work twenty hours or more per week, upon written request and with written approval by the immediate supervisor five work days in advance of the date of the leave requested, may access one personal day for the first and second full contract years of employment; two personal days for the third, fourth and fifth full contract years of employment; and three personal days for the sixth and subsequent full contract year(s) of employment provided that:

1. This day 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. This day will not be taken immediately before or after school is closed.
3. Staff members beginning employment after September 1<sup>st</sup> but prior to February 1<sup>st</sup> shall receive one half of a personal day for the first contract year. Teacher assistants hired February 1<sup>st</sup> or later will not earn any proportionate personal day for that particular year of hire.
4. Effective the third full contract year, no more than one day shall be approved in a five-month period.



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A five-month period is defined as September 15<sup>th</sup> - January 31<sup>st</sup>; February 1<sup>st</sup> - one week prior to the last day of the school year.

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

5. Effective the sixth full contract year, no more than one day shall be approved in a three-month period.

A three-month period is defined as September 15<sup>th</sup> - November 30<sup>th</sup>; December 1<sup>st</sup> - February 28<sup>th</sup> or 29<sup>th</sup>; March 1<sup>st</sup> - one week prior to the last day of the school year.

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

6. This day is subject to the administrative discretion of the employee's immediate supervisor.
7. Any personal day not utilized during a school year will not be carried over to the following school year.
8. A personal day is considered as a paid leave day; therefore, it 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, 14 June 2007,  
13 November 2008

