

4436 PERSONAL LEAVE

The Board of Education recognizes that in certain instances, an employee may wish extended leave for personal reasons and that the district could benefit from the return of said employee. For this purpose, the Board will promulgate policy for the award of uncompensated leaves of absence for reasons other than those specified by statute.

The Board reserves the right to specify the conditions for an emergency or personal leave when not otherwise covered by the terms of a negotiated agreement under which uncompensated leave may be taken.

Request for uncompensated leave shall be made to the Superintendent at least four weeks in advance of the desired start date. Special consideration shall be given in the case of emergencies. All applications are subject to final approval by the Board of Education and must be used for the purpose awarded or will be terminated.

An uncompensated leave of absence may be granted for a period of up to one-year or the term of contract for a non-tenured employee.

The employee granted the uncompensated leave shall inform the Board within thirty days of the scheduled return date as to his or her intentions. If said notification is not received, action shall be taken to terminate employment.

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

Adopted: 26 May 2009

