

LEAVES

The board of education recognizes that certain absences are justifiable and will provide for employee absences authorized by law and consistent with contractual agreement.

Written requests for leaves of absence for other than emergency circumstances must be submitted in a timely manner to the principal. All requests will be reviewed by the board on a case-by-case basis, with consideration given to the effect of the absence on the educational environment.

A leave of absence will be granted at the sole discretion of the board, based on the recommendation of the superintendent.

Unauthorized Leave

Unauthorized leave is defined as nonperformance of those duties and responsibilities assigned by the district and its representatives including all duties and responsibilities as defined by statute, rules and regulations of the state board of education, policies of the board and administrative regulations of this school district. Such unauthorized leave may include but is not limited to collective refusals to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, nonattendance at required meetings and failure to perform supervisory functions at school-sponsored activities.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent himself/herself from required duties without permission.

Disciplinary Action

Unauthorized leave shall constitute a breach of contract and, therefore, may result in the initiation of dismissal procedures, loss of salary or such disciplinary action as may be deemed appropriate.

No employee shall be paid for unauthorized leave.

Verification of Absence

The superintendent may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence.

Date reviewed: January 7, 2013

Date Adopted: March 13, 2013

Legal Reference: N.J.S.A. 18A:30-1 et. Seq. Leaves of Absence

Cross Reference: 4151 Attendance patterns

Regulation

X Monitored

X Mandated

X Other Reasons

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The board of education is of the belief that the provisions affecting employee request for leave time for health, family hardship or professional involvement are of an individual nature and, there, are to be considered and dealt with upon the information salient to each case. Such individual analysis will include the following:

- A. Applicant's professional need;
- B. Applicant's employment record;
- C. Length of requested leave;
- D. Severity of the case as documented by experts (health/hardship);
- E. Consideration of the school district's educational goals.

It is important to understand that such absences may have deleterious effect upon the continuity of instruction for pupils and, therefore, the decision of granting a leave of absence by the board of education shall also be predicated upon the potential impact on the school system's educational program.

This regulation is not intended to circumvent the negotiated agreement between the board of education and the various bargaining units, but rather is intended to be applied in conjunction with those agreements.

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