

POLICY

RIVERDALE BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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PERSONAL LEAVE

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The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members 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 regularly employed teaching staff member may be absent without loss of compensation for reasons of personal necessity not more than three 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 or his/her designee not less than three working 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 the serious illness, disability, wedding, or death of the teaching staff member's spouse, child, parent(s) or legal guardian(s), sibling, in fact or in law; the teaching staff member's court appearance as a litigant, the teaching staff member's wedding; the teaching staff member's observance of a religious holiday; 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 for social or avocational reasons.

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

Adopted: 29 May 2002


