

PERSONAL LEAVE

Employees not otherwise covered by negotiated agreement may be absent for the number of days enumerated below per school year without loss of pay, under circumstances approved by the Superintendent:

A. Bereavement

1. All employees are entitled to up to four (4) bereavement days, following a death in their immediate family.
2. "Immediate family" or "step family" is defined as the employee's husband, wife, legal domestic partner, children, parents, grandchildren, grandparents, brothers, sisters, brothers-in-law and sisters-in-law, sons-in-law and daughters-in-law of either the employee or his/her spouse/legal domestic partner, and any other person who resides in the employee's household.
3. A fifth (5th) bereavement day may be requested for any of the following circumstances:
 - Funeral travel exceeding 200 miles round trip
 - Delay of funeral due to extenuating circumstances
 - Established religious customs

B. Excused Absences

Excused absences are to be taken to handle business which cannot be scheduled outside of school hours.

1. All employees shall be eligible for up to three (3) excused absences per year without loss of pay. Circumstances which may be approved by the Superintendent are noted below in number 3.
 - a. Excused absences are not cumulative except as described in Section D (Family Illness/Excused Absence Bank).
 - b. Excused absences are not eligible for payment at retirement.
2. Two (2) of the three (3) excused absences may be requested without specifying the reason except as here noted.
 - a. Excused absence without reason may not be used for Monday/Friday absences, or to extend school holidays/vacations.
 - b. Excused absence without reason may not be used for vacation purposes.
 - c. Excused absence without reason may not be used during the months of December, May and June.
 - d. Excused absences without reason may not be approved if, on the day requested, more than five other staff members request an excused absence without reason. Approvals will be granted on a first come first served basis.
3. Circumstances which may be approved are listed on the Application for Excused Absence and include:
 - Legal business which cannot be conducted outside of school hours
 - Funeral (other than immediate family)
 - Graduation in the immediate family
 - Critical illness of someone in the immediate family or immediate household
 - Observance of a religious holiday

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- Home emergency
- Excused Absence (2) (no reason necessary)
- Other (explanation necessary)

An application for an excused absence shall be submitted at least five (5) days in advance to the Superintendent for approval. If, due to an emergency, advance notice is not possible, the Superintendent shall be notified immediately by telephone, and the application shall be filed as promptly as possible.

A request for an excused absence without reason shall not be granted immediately prior to or after a holiday or vacation.

Failure to follow the above guidelines will result in an automatic disapproval of said request.

C. Family Illness/Excused Absence Bank

Unused excused absence days can be accrued in a bank to be used in subsequent years according to these guidelines:

1. Up to 10 excused absence days from prior years may be accrued in this bank.
2. Application for use of banked days follows the procedures prescribed above for annual excused absence days. The Superintendent reserves the right to verify reasons offered for banked day requests.
3. Banked days may be used only for:
 - a. Attending to health/medical needs of immediate family that cannot be taken care of outside of regular work hours.
 - b. Religious observance day if the employee's traditional religious observance days fall on school days. Such observance days should appear on the list of state recognized observance days, which can be found on the district's web site.
4. Family Illness/Excused Absence Bank days are not eligible for payment at retirement.

D. Perfect Attendance Bonus

There will be a perfect attendance bonus of \$250 to be paid to any employee who uses no sick, excused absence and/or Family Illness days in a single contract year.

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

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