

4436 PERSONAL LEAVE

The Board of Education will provide for an employee's compensated absence for reason of personal necessity 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 and the manner of proof of personal necessity.

A request for a personal leave day shall be made to the Chief School Administrator or designee not less than 5 (five) 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 serious illness, disability, wedding; the employee's court appearance as a litigant; the employee's wedding, and other such good cause as may be determined the Chief School Administrator.

The Board retains the right to approve or deny personal leave requests at its discretion.

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

Adopted: 16 October 2017