

## **POLICY GUIDE**

## **GREENWICH TOWNSHIP BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

3436 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 request for a personal leave day shall be made to the direct supervisor not less than 5 (five) 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 without prior approval of the Superintendent.

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

Adopted: 16 October 2017