

Policy

SICK AND PERSONAL LEAVE

The Mount Laurel Township School District Board of Education reserves the right to specify the conditions under which leaves and absences may be taken when not otherwise covered by the terms of a negotiated agreement.

All professional staff members employed for ten months shall receive ten days sick leave and three days for personal business at the beginning of employment or September 1. Where employees are working for less than a full contractual year, the number of sick days and personal days will be prorated accordingly.

All professional staff members employed for twelve months shall receive twelve days sick leave and three days for personal business at the beginning of employment or July 1. Where employees are working for less than a full contractual year, the number of sick days and personal days will be prorated accordingly.

Sick Leave

Sick leave is defined as leave taken by a professional staff member steadily employed by the school district who is absent from the assigned post of duty because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical inspector as a result of contagious disease in the professional staff member's immediate household.

Unused sick leave days shall be accumulated to the extent allowed by law (N.J.S.A. 18A:30-2 to -3.6).

The board reserves the right to require sufficient proof of any professional staff member claiming sick leave pay, including a physician's certification, of the professional staff member's illness or disability.

Any professional staff member absent on sick leave may be required to submit a physician's written statement certifying his or her disability. Such statements may not be presumed to establish the professional staff member's disability conclusively.

Personal Leave

Personal business means absence for personal or legal business, household, or family matters that cannot be handled at other than school time.

Employees shall be granted up to three days leave of absence with pay for personal, legal, business, household or family matters that cannot be handled at other than work hours. Application to the employee's supervisor for personal leave shall be made at least four (4) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than indicating on the absence leave form that such leave shall be for one of the aforementioned reasons. All unused personal days shall convert to accumulated sick leave on June 30 each year.

Up to five (5) days leave of absence with pay will be granted at any one time in the event of the death of an employee's spouse, child, parent, brother, sister or grandchild or any other member of the immediate household.

Up to three (3) days leave of absence with pay will be granted at any one time in the event of the death of an employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, or grandparent.

SICK AND PERSONAL LEAVE (continued)

Employees shall be granted up to one (1) day in the event of death of an employee's friend or relative outside the employee's immediate family as defined above.

Adopted: June 14, 1983 (formerly 4151.1-1 Personal leave and 4151.2-1 Sick Leave)
 Revised: July 14, 1987, September 25, 1990, April 23, 1996, April 30, 1997,
 May 24, 2005
 NJSBA Review/Update: June 2013 (combined 4151.1-1 and 4151.2-1)
 Readopted: January 28, 2014

Legal References: <u>N.J.S.A.</u> 18A:6-66	Rights and benefits of personnel (educational services commission)
<u>N.J.S.A.</u> 18A:16-2 through -5	Physical examinations; requirement ...
<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.
<u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u> <u>See particularly</u>	Definition of sick leave
<u>N.J.S.A.</u> 18A:30-2 through 18A:30-2.1	Sick leave allowable
<u>N.J.S.A.</u> 18A:30-3 through 18A:30-3.6	Accumulated sick leave
<u>N.J.S.A.</u> 18A:30-4	Physicians certificate required for sick leave
<u>N.J.S.A.</u> 18A:30-6	Prolonged absence beyond sick leave period
<u>N.J.S.A.</u> 18A:30-7	Power of boards of education to pay salaries

Key Words

Compensatory Leave, Compensatory Time, Comp Time

Possible

Cross References: *4115	Supervision
*4116	Evaluation
4150	Leaves
*4151/4251	Attendance
*4151.1/4251.1	Personal illness and injury/health and hardship
4151.6	Religious observance
*4115	Supervision
*4116	Evaluation
*4251	Attendance patterns

*Indicates policy is included in the Critical Policy Reference Manual.