

## 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 or in an individual contract with the Board.

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 permanent employee may be absent without loss of compensation for reason of personal necessity not more than 3 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 not less than 5 days in advance of the proposed leave, except that advanced 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 employee's spouse, child, parent(s) or legal guardian(s) parent(s) or legal guardian(s), sibling, in fact or in law; the employee's court appearance as a litigant, the employee's wedding; the employee's observance of a religious holiday; and such other good cause as may be determined by the Superintendent.

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

Adopted: July 9, 2018

# POLICY

Washington Township School District

Adopted: 6-30-08