

RUMSON SCHOOL DISTRICT POLICY 4151.1/4251.1

Rumson, New Jersey

PERSONAL DAY LEAVE

Personal days are those days which may be used by employees for personal business that cannot be conducted at another time and which is necessary for the health and welfare of oneself or one's family. A maximum of five days may be granted by the superintendent in any year. These days are to be used for personal, legal, business, household, family, or religious matters which require absence during school hours.

Requests for personal days shall be given in writing to the superintendent at least three (3) days prior to the request date, stating the reason for such request, who shall either grant the request or return in writing the reason(s) for denial of said request. This three (3) day notice shall be waived in emergencies. The employee will use good judgment in determining what constitutes an emergency. Two of the five days each year will be granted without a stated reason. The days without a reason shall not precede or follow a school holiday or vacation period. Personal days for which reasons are given and the request is granted may precede or follow a school holiday or vacation period.

Personal days are limited to five per year. However, the board, at its sole discretion, may under exceptional circumstances, grant additional personal days. Such days may be granted without pay, at less the substitute's rate of pay, or with full pay. The board reserves the right to deny the request.

When a personal day is refused by the superintendent, the staff member may request a short-term leave of absence. Such request shall state the reason for said request and shall be for three days or less. A short-term leave of absence may be granted under extenuating circumstances when the staff member must be absent during school hours. If a short-term leave of absence is granted by the superintendent, the staff member's salary will be deducted at 1/200th for each day.

New employees employed after the start of the school year will be allotted personal days on a pro-rated basis according to the following formula: .5 days per number of months between date of employment and June 30th. New employees will be given credit for a full month if they work any part of the month.

Date: March 13, 1991