

## 4436 PERSONAL LEAVE

The Board shall, pursuant to the provisions of this policy, provide for an employee's absence for personal necessity when not otherwise covered by the terms of a negotiated agreement.

The Board reserves the right to specify within the limits of statute and judicial precedent, the manner of proof of personal necessity, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.

1. The total number of days used for personal leave in any school year for full time employees may not exceed four.
2. For employment of less than full time but twenty hours or more per week, the benefit shall be pro-rated.
3. For less than twenty hours employment, there shall be no personal leave.

Leave may be taken on application to the Superintendent or Board Secretary for acceptable reasons.

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

Adopted: 17 October 2000

