

4431 UNCOMPENSATED LEAVE

Extended Leaves of Absence

The Board of Education determines that certain absences may be allowed in addition to those authorized by law and consistent with the contractual agreement. All extended leaves of absence shall be unpaid. Benefits will cease the first day of the month, thirty days following the beginning of the leave. Leaves in excess of thirty working days are extended leaves of absence.

The Winslow Township Board of Education sets forth the following policy:

- A. All requests for extended leaves of absence must be submitted to the Superintendent in writing. The Superintendent will review the request and submit his/her recommendation to the Board of Education at their next scheduled meeting.
- B. The Board will determine the request on a case-by-case basis.
 1. Based upon the verification of need, the Board may grant extended unpaid leaves of absence for:
 - a. Personal medical emergencies;
 - b. Family medical emergencies when the presence of the employee is necessary;
 - c. Personal and family emergencies beyond the control of the employee;
 - d. Graduate educational study which will improve the teaching skill of the employee and thus benefit the school district;
 - e. Other causes as may be recognized by the Board.
 2. The Board generally will not grant extended leaves of absence for vacations, educational study which will not enhance the employee's skill and benefit the district, or for employees to try other forms of employment.



POLICY

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3. Long-term leaves of absence will extend to the end of the school year or in special cases to the end of a semester.
4. The leave will not be granted unless the employee represents in writing that he/she intends to return to work for a year after the leave, unless prevented by illness or family emergency.

Adopted: 17 March 2010

