

RUMSON SCHOOL DISTRICT POLICY 4112.3/4212.3

Rumson, New Jersey

STAFF ATTENDANCE

The board believes that the regular presence of professional and support staff personnel is vital to the success of the district's educational program. This section defines the attendance policy and the responsibility for meeting attendance criteria.

The board recognizes the following categories of staff absences: sick leave, personal day leave, professional day leave, short term leaves of absence, long-term unpaid leaves of absence, and child care leaves of absence.

Sick Leave

As stated in N.J.S.A. 18:30-1, sick leave is hereby defined to mean "the absence from his/her post of duty, of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his/her immediate household."

The following statements may be found in Article VII, Items A, B, and C, of the Teacher's Contract:

- A. Each employee shall be granted up to 15 days paid sick leave yearly. Unused sick leave will be cumulative.
- B. Upon retirement, employees who have completed twenty years of service in the Rumson School District shall be eligible for payment for unused accumulated sick leave. The payment shall be based on a reimbursement rate of \$30.00 per accumulated day to a total of one hundred days for a maximum of \$3,000.
- C. New employees employed after the start of the school year will be allotted sick days on a pro-rated basis according to the following formula: 1.5 sick 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.

Staff members needing a substitute in the event of illness shall notify the substitute procurement officer prior to 7:00 a.m. on the day in question. If the staff member is

going to be out of school for a second day, it is requested that he/she notify the substitute procurement officer by 2:00 p.m. Upon the employee's return to work, a verification of absence report must be submitted to and approved by the superintendent.

Personal Day Leave

The following statements may be found in Article VI, Items A, B, C, D, and E, of the Teacher's Contract:

- A. Personal days are those days which may be used by employees for personal business that cannot be conducted at another time and which are 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.
- B. Requests for personal days shall be given in writing to the superintendent, at least three days prior to requested 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. However, 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.
- C. 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.
- D. 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 by the board of education 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

- E. 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.

Requests for personal day leave must be submitted in advance, in writing and approved by the superintendent. In the event of an emergency personal day request, the employee shall notify the substitute procurement officer as soon as possible and complete a personal day request form upon return to work which must be submitted to and approved by the superintendent.

Professional Day Leave

The following guidelines for professional leave for all staff members may be found in Policy 4131.4, Visitations and Conferences:

The superintendent may authorize leave for attendance of personnel at state, regional, and national professional meetings without pay deduction and with expenses paid by the school system according to established allowances. The number of absences for such leave is a judgment value on the part of the superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

It is the policy of the Rumson School District to provide consistent and equitable treatment to all employees in the matter of absence, taking into consideration the degree of necessity for the absence. The superintendent is responsible for reporting annually to the board a summary of the attendance statistics for these areas.

A physician's written statement certifying disability will be required for any day of sick leave after three consecutive days of absence due to sickness.

Long-Term Unpaid Leaves of Absence/Child Care Leaves of Absence

Upon the request of the employee and the approval of the board, long-term unpaid leaves of absence and child care leaves of absence may be granted (see Policy 4152 and 4152.3).

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Adopted: November 14, 1984
Reviewed: April 12, 1989
September 13, 1990
March 20, 2002

Legal References:

N.J.S.A. 18:30-1

Cross References:

Policy 4131.4
4151.1/4251.1

Teacher's Contract, Articles VI and VII

