
LONG-TERM UNPAID LEAVE OF ABSENCE

The board of education may grant an unpaid leave of absence for personal reasons for employees who fulfill the basic requirements. The board reserves the right to specify the conditions under which leaves may be granted. Leaves of absence may be granted for, but not limited to, the following:

1. study
2. travel
3. career exploration
4. restoration of health
5. disabilities in the immediate family

No requests will be disapproved arbitrarily, discriminatorily, or capriciously.

The conditions upon which an unpaid leave will be granted are:

- A. An employee requesting the leave must have at least three full years of service in the Rumson School District.
- B. Benefits may be maintained through the district by the employee at his/her own expense.
- C. An unpaid leave will be granted only during a contractual period and in no case will go beyond June 30 in any given year.
- D. Unpaid leaves are to be for one school year, and may be extended to a maximum of two at the employee's request and the board's discretion. Shorter leaves will be considered only in extreme emergencies.
- E. An employee returning after an unpaid leave need not be given the same assignment as before but will accept any assignment for which he/she is certified.
- F. The employee will be eligible for a salary increment and credit toward educational grants but not seniority for the period of time that the employee is on leave for study, travel or career exploration.

- The employee will not be eligible for a salary increment and credit toward educational grants for the period of time that the employee is on leave for restoration of health or disabilities in the immediate family.
- G. The employee must state the reasons for the requested unpaid leave of absence and complete an application describing said reason(s).
 - H. A written agreement must be completed between the board and the employee concerning the requirements of the unpaid leave of absence.
 - I. The employee may be gainfully employed while on an unpaid leave of absence with the knowledge and permission of the board of education through its superintendent.
 - J. Accumulated sick leave may not be used during an unpaid leave of absence.

An employee desiring an unpaid leave of absence shall make the request prior to March 30th preceding the school year requested; however, consideration will be given for requests received after the date due to unforeseen extenuating circumstances.

The failure to complete the requirements of the unpaid leave of absence or the failure to follow the conditions of the agreement may result in forfeiture of the scheduled increment or salary adjustment, or may result in tenure proceedings being instituted by the board of education.

Date: March 13, 1991

Legal Reference:
Headley v Jefferson Twp. Board of Education, 1981

