

PERSONAL DAY LEAVE  
NON-CERTIFIED STAFF

Personal days are those which may be used by non-certified employees not included by the recognized, exclusive bargaining agent 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.

The superintendent shall have the authority to grant up to five (5) days leave at any one given time, provided that a written explanation for the leave is included with the request.

Personal days are limited to five (5) per year. However, the board, at its sole discretion, may under exceptional circumstances grant additional leave days, with or without pay.

Dated: April 9, 1980  
Reviewed: December 11, 1991  
March 20, 2002

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