



## Glen Ridge Board of Education

### Employee Leave Information

#### Teachers & Aides

Leave Type	Description	Example
<b>Sick Leave</b> Contract: 13.1  10 Days Annually	The absence of any employee from his/her post of duty because of personal disability due to illness or injury.  After 3 consecutive days, a physician's note is required.	Ex: Flu, Fever, broken bones, etc of the employee
<b>Personal Leave</b> Contract: 13.4  3 Days Annually	Personal business for which the employee need not specify any reason.  <b>No Personal Days shall be granted for the days preceding or following a school holiday or vacation.</b>  When possible, the employee shall provide twenty-four hours advance notice.	Ex: Personal business, sick child/family member, court appearances, etc
<b>Professional Leave</b> Contract: 13.5	All professional development leave must be BOE approved.	Ex: Conquer Mathematics, Workshops, Conferences, webinars, etc

	Request for professional development leave should be submitted to the building principal at least two weeks prior to the next BOE meeting.	
<b>Emergency Leave</b> Contract 13.17  5 Days	Serious illness shall mean an illness of a member of the immediate family when the attending physician, in writing, states that the attention of the employee is required to assure the proper recuperation of said member.	Ex: Immediate family has serious illness
<b>Family Leave</b> Contract 13.17	Employee is eligible to receive an unpaid leave of absence for a period not to exceed twelve weeks in a twenty-four month period. Leave may be taken for birth or adoption of a child, or the serious health conditions of a family member.  Staff Member can apply for NJFLA. Contact Payroll Supervisor for information.	Ex: Maternity Leave, Long-term care of a family member