

Regulation

LEAVES

Professional Leaves

Professional leaves of absence with or without pay may be granted by the Mainland Regional High School District Board of Education upon recommendation of the superintendent. Such leaves of absence shall not exceed one school year. Before recommending an employee for professional leave the superintendent shall consider effects and/or disruption to all applicable school programs.

Extended professional absences for the superintendent including those requiring travel or overnight accommodations, not expressly provided for by the contract between the superintendent and the board of education shall be approved by the board of education in advance.

Applicants for such leave shall present detailed information regarding the reason for, and the purpose and nature of the professional leave of absence. The employee shall indicate the benefits of such leave to the school district.

In order to provide for continuity in teaching and learning, professional leaves of absences should begin and end with some natural break in the school year (such as the beginning or end of a school year, semester, or vacation period).

A professional staff member must have worked in the district one-half year or more during the school contract year to receive credit for a year's teaching on the salary schedule.

Noncertified Staff

Leaves of absence for noncertified staff members may be granted by the board of education upon recommendation of the superintendent. Such leaves of absence shall be granted only for special circumstances. Requests of employees for leaves of absence must state, in writing the special circumstances, in detail.

A leave of absence shall not normally be granted to an employee for the purpose of taking another job. No employee granted a leave of absence for special circumstances shall be employed elsewhere without the express permission of the board.

A leave of absence for special circumstances shall not exceed one year.

The time that an employee is on leave of absence under this policy shall not be counted toward salary increments or seniority.

Employees may take leave for family reasons pursuant to stipulations of policy 4150.1/4250.1
Family/Medical Leave.

An employee guaranteed a leave without pay shall not receive any other fringe benefits.

Adopted:	February 22, 1994
NJSBA Review/Update:	January 2012
Readopted:	August 2014

LEAVES (continued)

Key Words

Leave, Professional Leave

Legal References: N.J.S.A. 18A:30-1 et. seq. Leaves of absence

Possible

<u>Cross References:</u>	*2224	Nondiscrimination/affirmative action
	*3220/3230	State funds; federal funds
	*411/4211	Recruitment, selection and hiring
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4112.4/4212.4	Health
	*5145.4	Equal educational opportunity
	*6121	Nondiscrimination/affirmative action

*Indicates policy is included in the Critical Policy Reference Manual.