

Regulation

LEAVES

Original Application

- A. Teachers are required to file application to use professional leave days. They are to complete the professional leave form in the main office. This shall be done at least one week before the requested leave date;
- B. Applications shall be filed for review and/or approval as indicated on the form.

Approvals

- A. Applications shall be signed by the indicated personnel for approval;
- B. Approved applications shall be given to the superintendent's secretary so that arrangements are made for a substitute if needed;
- C. The superintendent's office shall notify the teacher of approval.

Teacher Responsibilities

- A. To file a workshop participation report with the appropriate supervisor;
- B. To make a report to the subject/department members;
- C. Prepare appropriate lesson plans for substitute and leave in the main office.

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