

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 4150/4250

LEAVES OF ABSENCE, WITHOUT PAY

1. Leaves of absence are considered by the BOE and must be consistent with state, federal and/or contract guidelines. Each request will be considered on a case by case basis.
2. Leaves of absence shall not be granted for such reasons as engaging in non-school related business, taking vacation trips, or accompanying a spouse on a business trip, etc.
3. When evaluating requests for long-term leaves, the best interests of the instructional program and the needs of the district will be considered as paramount.
4. Staff members returning from a leave of absence shall be assigned according to their certification in positions that best serve the school district.
5. In order to prohibit disruptions to the educational process and to maximize instructional time for pupils, the Board of Education shall not approve short-term leaves of absence except in case of family or medical emergencies (Family Medical Leave Act.)
6. All requests for leaves of absence, must be forwarded to the immediate supervisor. The immediate supervisor will forward the request to the Human Resources Department if the request falls within state, federal and/or contract guidelines for leaves of absence.
7. The Superintendent shall forward, with recommendations, all requests for leaves of absence to the Board of Education. The Board of Education shall consider all requests for leaves of absence on an individual basis.

Formerly Policies GBRII and GCRII (now combined)

Adopted: 5/19/80

Amended: 12/21/81, 8/2/88, 4/23/02