

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 4151.5

**PERSONAL LEAVES AND ABSENCES,
EMERGENCY AND LEGAL**

Unless negotiated to be different by a specific employee bargaining unit:

A. Emergency

1. Absence of two days a year for personal business may be granted to an employee, who works twenty (20) hours per week or more, without deduction in pay, at the discretion of the administration, if the business is of such pressing and immediate importance that it cannot be postponed or performed after employment hours.
2. Requests for such absence must be filed in advance with the Superintendent according to the responsibility of the employee and on the prescribed form.
3. The number of unused personal days in any year shall accumulate for the purposes of sick leave from year to year as long as the employment is continuous.

B. Legal

- 1 In case of required jury duty, the employee shall be reimbursed the difference between his/her regular pay and jury pay.
- 2 In case of a required appearance in a court of law involving no moral turpitude on the part of the employee, said employee shall be reimbursed full pay.

Formerly: Policy GBRIA

Adopted: 3/20/67

Amended: 10/16/67, 6/19/72, 9/08/93, 11/01/93

Renumbered: 4/23/02