

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

**POLICY: ABSENCE FOR PERSONAL REASONS
(For those employees not covered by the CEA Agreement)**

1. Personal absences not to exceed three days each year, may be allowed without loss of salary for personal reasons (other than Sick Leave and Bereavement) in accordance with the regulations following. Unused personal days may be accumulated into the next year as sick days for full-time employees with a minimum of three (3) years of full time service.
2. Requests for personal leave shall be made in writing to and shall be subject to approval by the Chief School Administrator prior to the leave except as noted in 4 (c) and 4 (d) below, or in the case of an emergency.
3. One day of personal leave may be taken for any reason important to the employee and shall be designated on the request form as "personal day." No reason nor justification is required for this one day. This personal day will not be approved for days immediately preceding or following a school-observed holiday or vacation period.
4. Beyond the "personal day" not more than two days may be taken for one or more of the following reasons: (a) religious observance, (b) employee's marriage, (c) family illness within the immediate household, (d) death of a relative, friend, or associate, and (e) other situations not included above, at the discretion of the Chief School Administrator.
5. Provisions for absence for personal reasons in paragraph 3 and 4 above shall be prorated for employees whose period of service begins after the midpoint of the work year for his category of employees.
6. In addition to the forgoing three (3) personal leave days per year, additional personal leave days may be granted at the discretion of the Chief School Administrator upon written application by an individual employee.
7. Such other leaves of absence with pay as may be granted by the Chief School Administrator at his/her discretion for valid reasons.

Adopted: June 20, 1979

Revised: November 24, 1997