

MONMOUTH REGIONAL HIGH SCHOOL
ONE NORMAN J FIELD WAY
TINTON FALLS NJ 07724
www.monmouthregional.net
732-542-1170 Fax 732-542-5815

LEAVE OF ABSENCE REQUEST FORM

This form is to be completed and submitted to your supervisor at least 30 days in advance of your leave. It is your responsibility to submit all paperwork with the leave. Please note submission of a leave request does not mean that it is automatically approved. You will receive confirmation that your leave was approved/denied.

Employee Name: _____

Today's Date: _____

Policy 4151.1 Sick Leave Policy:

1. 18A:30-2 sick leave: Minimum allowance; accumulating unused leave; all persons holding any office, position or employment in all school districts, regional school districts or county vocational schools of the State who are steadily employed by the board of education or who are protected in their office, position or employment under the provisions of sections 18A-30 of the Revised Statutes or under any other law shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year. If any such person requires in any school year less than this specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years. Personnel employed for a twelve (12) month period will receive twelve (12) days of sick leave per year.
2. Physician's certificate – 18A:30-4 In case of sick leave claimed, a board of education may require a physician's certificate to be filed with the Secretary of the Board of Education.
3. 18A:30-1 Sick leave defined: Sick leave is hereby defined to mean the absence from his or her post of duty, of any such person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.
4. 18A:30-6 Excessive absence; salary; day's salary defined: When absence, under the circumstances described in Section 3 of this act, exceeds the annual leave and the accumulated leave, the Board of Education may pay any teacher, principal, assistant superintendent or superintendent each day's salary less the pay of a substitute for such length of time as may be determined by the board of education in each individual case. A day's salary is defined as 1/200 of the annual salary.
5. Maternity leave of absence: Each case will require an individual analysis in terms of teaching assignment physical demands on the individual and general state of health of staff member prior to and after maternity. The decision and recommendation as to length of maternity leave will be based on additional factor of the impact on continuity of the instructional program for

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Policy 4151.1 continued:

students. (More specific recommendations will follow an evaluation of court decisions and district experience.)

6. 18A:30-2.1 Salary in cases of absence not constituting sick leave: Nothing contained herein shall affect the right of the board of education to fix either by rule or by individual consideration, the payment of salary in cases of absence not constituting sick leave or granting sick leave over and above minimum sick leave as defined in this act.
7. Computation of salary deductions: Any deductions for leaves of absence without pay shall be made on the following basis:
 - a. Ten (10) month employees – one two hundredth (1/200) of the annual salary.
 - b. Twelve (12) month employees – one two-hundredth-fortieth (1/240) of the annual salary.

Policy 4152.6 Unpaid Leave of Absence :

Personal Leave of Absence:

All eligible employees may request a leave of absence for reasons covered by the New Jersey Family Leave Act and the federal Family Medical Leave Act. The Board may approve additional Leaves' of Absence in accordance with Board policy and existing collective bargaining agreements within the District.

A. Family Leave Act :

Employees, who have worked for at least twelve (12) months and a minimum of 1000 base hours during the immediate preceding twelve (12) months, have the right to take up to a 12 week unpaid leave of absence from work, upon advance notice to the Monmouth Regional High School Board of Education, to provide care made necessary by:

- The birth of a child of the employee;
- The adoption of a child by the employee which includes the placement of a child in the foster care of the employee;
- The serious health condition, which means an illness, impairment or physical or mental condition which requires in-patient care in a hospital, hospice or residential medical care facility or continuing medical treatment or continuing supervision by a health care provider of a family member, defined as a child (including step-child, adopted child, foster child), parent (including foster parent, step parent, and legal guardian) or spouse of the employee. Excluded are parent-in-laws not residing in your immediate household, sons or daughters over 18 unless they are incapable of self-care because of mental or physical disability that limits one or more of the major life activities as per regulations of EEOC and ADA.
- The employee's own serious health condition.

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Policy 4152.6 continued:

Employees are entitled to a maximum of twelve (12) weeks leave of absence, without pay but with health benefits in any twelve (12) month period. The computation of the twelve (12) month period will start with the 1st day of leave and end one (1) year after the 1st day of leave.

In the case of the employee's own illness, the certification must include a statement that the employee is unable to perform the functions of his or her position.

The twelve weeks may be taken as follows:

The leave may commence at any time within one year of the date of the birth or adoption of a child by the employee.

Intermittent Family Leave

Employees have the option to take leave on an intermittent basis only when the employee or family member has a serious health condition. Intermittent leave is unscheduled, unpaid leave that is measured in hours, days or weeks depending on the employee's needs. The total time taken cannot exceed twelve (12) workweeks within a consecutive twelve (12) month period. The employee must notify the Board Secretary thirty (30) days in advance if foreseeable, or in a reasonable and practical manner, and make a reasonable effort to schedule the leave not to unduly disrupt the school's operation. In the event of the birth or adoption of a healthy child, leave may be taken on an intermittent basis only with the Board's prior written approval, and only when said leave does not disrupt the District's operation.

Reduced Family Leave

Each employee has the option of taking a "reduced leave" without pay in the case of a serious health condition of the employee or a family member of the employee. A "reduced leave" means a reduction in the usual number of hours per workweek or per workday, up to the equivalent of twelve (12) workweeks. The employee must notify the Board Secretary thirty (30) days in advance if foreseeable, or in a reasonable and practical manner. Reasonable effort should be made not to unduly disrupt the school's operation.

For the birth or adoption of a healthy child, the employee may not take a reduced leave schedule without the Board's prior written consent. The "reduced leave schedule" if opted by the employee, may not exceed twenty-four (24) consecutive weeks, and may not disrupt the District's operation.

More Than One Family Member Employed by MRHS

In a case, where both, family members are employed by the Board, workweeks available for such leave are limited to a total of twelve (12) weeks for each employee during any twelve (12) month period. Both employees may not be absent at the same time unless the reason is a serious health condition, as defined above.

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Use Of Sick, Personal or Vacation Days

The employee may elect and the Board may require the employee to use any available paid vacation, medical or sick leave to which he or she is entitled before resorting to the twelve (12) weeks unpaid leave and such paid weeks would reduce the twelve (12) unpaid week requirement.

Benefits And Responsibilities During Family Leave

The Board of Education's group health insurance will remain in effect during any Family Leave in accordance with the Board's Group Insurance Policy. An employee is entitled to be restored to the position held when the Family Leave commenced or an equivalent position with equivalent pay, benefits and terms and conditions of employment, except in the case of a RIF, or non renewal for poor performance, or other just cause. The employee is entitled to any right, benefit, or position to which he would have been entitled had he/she not taken Family Leave. Benefit premium contributions normally made by employees through payroll deductions are required to be made by the employee during the leave.

An employee on family leave may not be employed while on leave during the hours they are normally scheduled to work at MRHS.

In the event an employee fails to return to work after the approved Family Leave expires, the Board may recover the premium the Board paid for health coverage during the Family Leave period. Exceptions exist if the employee does not return to work: (1) due to the continuation, recurrence, or onset of a serious health condition of a Family Member of the employee that would otherwise entitle the employee to take the leave; or (2) other circumstances beyond the control of the employee. An employee can be required to provide written authorization from a health care provider that the employee is able to resume work.

B. Extended Leave

The MONMOUTH REGIONAL BOARD OF EDUCATION may in its discretion grant an unpaid leave of absence once Family Leave Act is exhausted or for conditions not covered by Family Leave. During this extended leave the Board will not pay health benefits. This leave may be up to a combined total of one year (FMLA and extended) to an employee whose past service warrants continued district employment and whose reason for requesting such leave is acceptable to the Board. Board approval will normally be reserved for reasons of health of the employee or for child rearing (see MRHS policy 4152.31), or for participation in work or activity directly related to an instructional assignment or skill. The final determination of the timing of the extended leave will be at the sole discretion the Board of Education with consideration given to the school calendar.

In the event that an extended leave of absence is granted, the MONMOUTH REGIONAL BOARD OF EDUCATION agrees only to permit the absent employee to return to a position for which he/she is qualified as determined by the Superintendent in consideration for his/her promise to return to service in the district.

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Policy 4152.6 continued:

Mutual consideration for the grant of an extended leave of absence requires that the reason for leave be in the best interests of the District and that the staff member use the leave for the reason proposed. The MONMOUTH REGIONAL BOARD OF EDUCATION reserves the right to determine whether any employee granted a leave of absence is using the time made available by such leave in accordance with the stated purpose of the leave. Violation of the terms of the leave shall be cause for termination of the leave. Such termination of leave may

1. require the staff member to return to work within fifteen (15) calendar days of written notification to do so, or
2. result in termination of employment in the District.

The MONMOUTH REGIONAL BOARD OF EDUCATION requires that an employee on extended unpaid leave of absence reaffirm his/her intention to return, in writing, at least ninety (90) days before the scheduled termination of leave. Failure to do so shall be grounds for terminating employment in the district.

Failure to give notice of return within sixty (60) days coupled with failure to return shall be construed to be violation of N.J.S.A. 18A: 28-8 and cause for revocation of certification by the Commissioner of Education for a period of one (1) year.

A request for an extension not to exceed one (1) additional year, shall be submitted at least ninety (90) days prior to the end of the school year. The MONMOUTH REGIONAL BOARD OF EDUCATION reserves the sole right to reject or approve a request for extended unpaid leave.

The Superintendent shall prepare regulation for the administration of this policy.

Policy # 4152.7 Military Leave

The Monmouth Regional High School Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A permanent or full-time temporary officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of

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Policy 4152.7 continued:

absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the Monmouth Regional High School District who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

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Please complete the following below:

Type of Leave Requested (check as many boxes needed):	Sick (paid leave)	Unpaid Leave FMLA 12 week/	SNJFLI 12 weeks after 7/1/20	Unpaid leave district policy 24 weeks	Military (paid leave for active duty)
All leaves must be submitted 30 days (or as soon as possible re: Military Leave only) before start date and are subject to board approval.					
Start Date:					
End Date:					

Requirement:

- If you are requesting sick time, you need to submit the following:

Checklist:

- _____ Doctor's Note for commencing Leave (give to school nurse)
- _____ Letter to Supervisor regarding taking leave

- If you are requesting Federal FMLA unpaid leave:

- 12 weeks unpaid (if you participate in health benefits you are responsible for your portion of benefits)
- 12 weeks is **inclusive** of sick time you may request during this time.
- Must meet minimum time and eligibility requirements

Checklist:

- _____ Letter to Supervisor regarding taking leave

- If you are requesting unpaid (district) Paid (SNJFLI) SNJ FLI Leave

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- 12 weeks unpaid (if you participate in health benefits you are responsible for your portion of benefits)
- Time frame is **inclusive** of sick time you may request during this time
- Must meet eligibility and time requirements

Checklist:

_____ Letter to Supervisor regarding taking leave

- If you are requesting unpaid leave (district policy):
 - 24 weeks – **inclusive of sick, FMLA, SNJFLI time**

Checklist:

_____ Letter to Supervisor regarding taking leave

- If you are requesting Military Leave:
 - Please submit request as soon as you receive notice of Active Duty

Checklist:

_____ Letter to Supervisor regarding taking leave

_____ Copy of Active Duty Paperwork

Note: if you need additional time beyond parameters set as above, you need to request it at least 30 days beforehand. If you are requesting additional sick time, you need a doctor's note. If you are requesting additional unpaid time, this will become a COBRA Qualifying event and you will be responsible for the entire payment of your health benefits cost.

You must work 100 days in order to move up on the guide. Unpaid days do not count.

If additional time is needed:

_____ Doctor's Note for Leave if taking paid sick time (give to school nurse)

_____ Letter to Supervisor regarding taking leave

Signature:

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I fully understand that the documentation that I am submitting is complete and accurate to the best of my knowledge. I agree if there are any changes they will be submitted within the timeframe. I understand these requests may not be approved.

Signature: _____

Date: _____

For Administration Only:

Date Submitted: _____

Board Meeting Date: _____ Approved: _____ Y _____ N

Letter Sent to Employee: _____ Date: _____