

GOVERNANCE & OPERATIONS
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PERSONNEL
EXTENDED LEAVE

Extended Leave

Any leave granted under this policy shall not limit, or be limited by, any other employee leaves mandated by law (including NJFLA and FMLA) or provided by other policies or regulations. This policy is not to be used by employees for vacation.

Extended leaves with or without pay may be granted to employees for, but not limited to, the following reasons: child rearing, severe health problem in family, staff member illness. The decision whether to grant leave may take into account the employee's length of service, length of time in the position, the effect of the employee's long-term absence on the department's functioning, and the employee's performance. Such leave may be granted by the Executive Director except that for employees holding positions of Director and above, such leaves may be granted only by the Executive Committee upon the recommendation of the Executive Director.

An employee may elect to use his/her accrued paid sick and/or vacation while on an approved extended leave. The employee must notify the Director, Human Resources if he/she elects to use earned paid sick time and/or earned paid vacation time. This shall be a paid extended leave. If the employee's earned paid sick time and/or earned paid vacation time is exhausted during the extended leave, the leave shall then become an unpaid extended leave.

During the leave, the employee will be required to make all health benefit payments that he/she would have to make if actively working. Vacation days and sick days shall not accrue for the employee during the period of unpaid leave.

While on leave, the employee's pension benefits shall be dictated by the rules and regulations of the Public Employees Retirement System.

NJSBA will prorate any salary increase for the periods of extended leave taken by an employee.

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