

LEAVES

Definition of Unauthorized Leave

The Holmdel Township Board of Education recognizes that certain absences are justifiable and will provide for employee absences authorized by law and consistent with contractual agreement.

Unauthorized leave is defined as nonperformance of those duties and responsibilities assigned by the district and its representatives including all duties and responsibilities as defined by statute, rules and regulations of the state board of education, policies of the Board of Education and administrative regulations of the Holmdel Township Public Schools. Such unauthorized leave may include, but is not limited to, collective refusal to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, nonattendance at required meetings and failure to perform supervisory functions at school-sponsored activities.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent himself/herself from required duties.

Disciplinary Action

Unauthorized leave shall constitute a breach of contract and, therefore, may result in the initiation of dismissal procedures, loss of salary or such disciplinary action as may be deemed appropriate.

Beginning on the first day of unauthorized leave no warrant shall be drawn in favor of any employee who has not faithfully performed all duties prescribed.

An employee shall receive as salary only an amount that bears the same ratio to the established annual salary as the time he/she bears to the required days of service.

Verification of Absence

The Superintendent may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five days of absence.

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File Code: 4250

Source: Regular Board Meeting

Date: August 20, 1986

Revised: April 1, 1996

Legal References: N.J.S.A. 18A:30-1 et seq. Leaves of absence

Cross Reference: 4251 Attendance patterns

