

# TAKING TIME OFF WORK



While we work best as a team when everyone is here, we understand that life happens. The reasons why you can use a Personal Illness Day have expanded. Keep this sheet handy when submitting your absences to ensure your days are entered correctly.

## Personal Illness Days

Personal Illness Days can be used for the following reasons. Please utilize the dropdown menu in Frontline when scheduling absences. Five (5) days notice is required when the absence is foreseeable. See Board Policy 1642.01 for additional details. *Reminder:* Personal Illness Days carry over from year to year.

Some of the absence reasons below require a Note to Administrator when entered into Frontline. The note should **ONLY** specify your relationship to the person your absence is related to. **Do not include** additional details or personal information.



### 1. Self Illness

Because you are personally ill or injured.



### 5. Bereavement

The death of a family member.



### 2. Medical Appointment (self)

For diagnosis, care, or treatment of, or recovery from your own mental or physical illness or injury, or for preventative care.



### 6. Child School Meeting

To attend your child's school-related conference, meeting, function, or event as requested by an administrator or other professional staff.



### 3. Family Care

To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, a family member's illness or injury, or for preventative care.



### 7. Child School Closed

When the school or place of care of your child is closed by order of a public official.



### 4. Domestic Abuse

Absence necessary due to circumstances resulting from you, or your family member, being the victim of domestic or sexual violence.



### 8. Disease Exposure

When you have been exposed to a contagious disease or quarantined for the disease in your immediate household.

## Other Absence Reasons

### Personal Days

Three (3) days, without reason, for non-recreational purposes. Five (5) days notice is required for non-emergencies. Unused Personal Days carry over into your Personal Illness Day bank.

### Family Illness (if applicable)

Four (4) days due to the illness of a member of your immediate family, defined as: husband, wife, children, father, mother, mother-in-law, father-in-law, brother, sister, documented civil union or domestic partnership. Unused Family Illness Days do not carry over.

### Miscellaneous Absence Reasons

Please reference your Collective Bargaining Agreement or individual contract for details regarding other absence allowances.

### Extended Leaves of Absence

If you find yourself requiring a leave of absence in excess of 4 consecutive days, please contact Human Resources to discuss your options including FMLA, NJFLA, or to use extended sick time.

### Days Without Pay

Gentle reminder that Days Without Pay are not an option except under very extenuating circumstances which must be approved in advance by the Superintendent.