

Montclair Board of Education

Personnel Department

Use of Personal Day Guidelines

- I. Personal days may be granted for emergency or exceptional reasons which require an employee to be absent from his/her position. Most district employees are covered by a collective bargaining agreement which outlines the number of days eligible for various personal leave situations and some procedures for their use. Non-union employees are covered by BOE Policy and/or Regulation 4150 or 4250. Employees hired after the start of a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of the months in that contract term up to June 30th.
- II. The following guidelines for approval of paid leave are to be followed:
 - A. Except in unusual and/or emergency circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance for the use of personal days. In the event of an emergency, the form must be submitted upon return to duty.
 - B. Personal days may not be taken the day before or after a holiday reflected in their employment calendar, except for the following specific reasons:
 1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 2. Required court appearances.
 3. Prior to the NJEA convention when registration or presentation documentation is provided by the member.
 - C. Personal leave reasons will not be approved for the purposes of earning compensation from another employer.
- III. The administration has discretionary authority and maintains the final decision for ensuring all days fall within the framework of these guidelines. Abuses of the intent of the above personal business day policy will result in the loss of pay for those days along with possible disciplinary action for the culpable employee.

Examples of Approved Reasons

Adopt child(ren)	Driving Test for self or child	Military – family deployment
Auto accident/breakdown	Family member medical needs	Mortgage closing
Board of Taxation hearing	Funeral, Bereavement Services	Moving – employee
Child Care – Emergency Only	Graduate school requirement	Natural Disaster
Children's wedding	Home repair, burglary, fire,	Religious Observance
College Award/Graduation	Inclement Weather	School visit/appointment for child
Commencement - family member	IRS audit	Sick days exhausted
Court appearance	Job Interview - After loss of position	Social Security appointment
Death in the immediate family	Legal matter, significant issue	Wedding – Employee or close family
Dissertation defense	Medical/Dental issues	

Examples of Unapproved Reasons

Accompany spouse on vacation	Family visits/reunions	Paint House
Attend non-job related conventions	Hair/Nail appointment	Shopping
Birthdays /Anniversaries	House/Apt Hunting	Spend day with spouse/child
Business trip with spouse	Interview with newspaper	Spouse's testimonial
College reunion activities	Mental Health Day	Stockholders meeting
Errands to run	Moving – Friend	Vacation extension