

EGG HARBOR TOWNSHIP BOARD OF EDUCATION

13 Swift Drive

Egg Harbor Township, NJ 08234

MEDICAL LEAVE REQUEST

Name: _____ School: _____

Position: _____ Principal: _____

**Original Date of Hire in District: _____

Have you worked the number of qualifying hours in the previous year?

Yes No

DATES OF LEAVE REQUESTED:

DATE OF LAST WORK DAY: _____

DATE OF LAST PAID DAY: _____

DATE OF START OF LEAVE WITHOUT PAY: _____

Is the Leave to be taken under:

Federal Family and Medical Leave Act Yes ____ No ____

Amount of leave request: _____ weeks (not to exceed 12 weeks)

Consecutive Intermittent* Reduced*

*Intermittent or Reduced leave must be approved by your Principal/Supervisor

Anticipated Date of Return: _____

Has your Principal/Supervisor been made aware of your request? Yes No

Employee's Signature

Date

Human Resources Director

Date

Please see attached information on the New Jersey Leave Acts
PLEASE FORWARD TO DIRECTOR OF HUMAN RESOURCES

Doctors Note Received: _____

Letter to Board Received: _____

Board Approval Date: _____

Medical Leave

(Needs Board approval)

- Medical Leave paperwork is located in the main office of every school and on the district webpage under Faculty & Staff “frequently needed forms”
- Please Include and Complete the following:
 - Medical Leave Form
 - Please check off Federal Family Leave
 - Doctors Note with specific dates
 - Date of first day out and date of return
 - Letter addressed to Dr. Kimberly Gruccio, Superintendent, requesting a medical leave with specific dates reflecting the same dates as the doctors note
 - To Return to work, you must have a doctors note if the return date was pending per first doctor’s note
- You will use all sick, personal, and vacation time before you may go on an unpaid leave

Please return the above information to Aimee Frye, at the Board of Education Office

Any questions: fryea@eht.k12.nj.us

Fax 609-601-2794

Policy for Certified Staff
3432 Sick Leave
Attached

Policy for Support Staff
4432.1
Attached

Policy

Egg Harbor Township Board of Education

3000 Teaching Staff Members 3432 Sick Leave

The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of medical disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.

An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave and vacation time the Board may grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.

The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 5/22/2012

Policy

Egg Harbor Township Board of Education

4000 Support Staff Members 4432 Sick Leave

The Board of Education shall grant sick leave, in accordance with law, to non-teaching staff members absent from work because of medical disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.

An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave and vacation time the Board may grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.

The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 5/22/2012