

EGG HARBOR TOWNSHIP BOARD OF EDUCATION  
13 Swift Drive  
Egg Harbor Township, NJ 08234  
**MILITARY 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 START OF LEAVE WITHOUT PAY: \_\_\_\_\_

Is the leave to be taken under:  
Federal Family Leave Act \_\_\_\_\_

Qualifying Reason for Leave: \_\_\_\_\_

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

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

Qualified Family Member's Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_

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: \_\_\_\_\_

# Military Leave

(Needs Board approval)

- Military 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:
  - Military Leave Form
  - Letter addressed to Dr. Kimberly Gruccio, Superintendent, requesting a Military Leave with specific dates the leave is to span
- This leave will be a paid leave

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

Any questions: [fryea@eht.k12.nj.us](mailto:fryea@eht.k12.nj.us)

Fax 609-601-2794

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Policy for Certified Staff  
3437 Military Leave  
Attached

# Policy

## Egg Harbor Township Board of Education

### **3000 Teaching Staff Members 3437 Military Leave**

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38:1-1 and N.J.S.A. 38:4-4, and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety workdays in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C.5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 10/22/2002

Revisions: 10/14/2003