



# Denville Township Schools

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Mr. Steven Forte, Superintendent

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To: All DEA/DSSA Members  
Re: Personal Leave  
Date: February 8, 2018

*The DEA Leadership and I have been discussing the personal day language in the current contract and worked together to come up with this memo to help clarify the process for the membership.*

Please see the language below which comes directly from the DEA/DSSA contract 2017-2020. Please take into consideration the following to help clarify the use and approval of personal days.

1. Personal days are not meant for vacations or to extend vacations.
2. Personal days must be approved by the administration. Make sure to get prior approval before making plans.
3. Each case will be decided on an individual basis; please do not assume personal days will be approved based on past history (this includes personal days without pay)
4. Spring Break- even though the calendar says that extra snow days will come from spring break- if a staff member can provide evidence of vacation plans that are non-refundable and were made prior to the calendar adjustment, the staff member will be permitted to use any available personal days.

**In extreme cases article 8.3 (below) may be appealed**  
**Please do not assume approval prior to making plans**

The Superintendent (in consultation with the principal/director) may consider the following when making a determination on granting personal leave that extends school holidays and vacations as well as granting three or more consecutive personal business leave days:

- Impact on the educational process and operations
- Emergencies
- Family events
- Employee control over the date and/or location of the event

If you have any questions about personal days please consult your principal or director prior to making any plans.

**Articles 8.1 and 8.3 from the 2017-2020 DEA/DSSA Contract**

8.1 *Personal days shall be granted to attend to matters of emergency personal business which cannot be attended to outside the working day.* Personal days may also be used in case of family illness. Employees are expected to request advance permission from their supervisor.

Employees shall be granted up to four (4) personal days per year with pay when requested in writing. If more than two (2) consecutive personal days are requested, the employee must provide a valid reason.

8.3 Misuse of personal business leave may be grounds for disciplinary action. Personal business leave may be taken on the day before or after a school holiday or vacation only with reason given and upon the approval of the Superintendent or his/her designee. The Superintendent's decision shall be final and binding and not subject to the grievance or arbitration procedures contained in Article 6 of this Agreement.