

Leave of Absence

Employees who need to go out on a leave of absence for any reason should write a letter to the Superintendent copying Human Resources. If the letter cannot be submitted thirty (30) days prior to the leave start date, it should be submitted as soon as it is known when the absence needs to begin.

There are several types of leaves that an employee may be eligible to take:

- Maternity leave - to bond with a newborn or after the adoption of a child
- Medical leave- illness or surgery
- Personal leave
- Military

Depending on the type of leave taken, you may be eligible to collect benefits under the New Jersey Family Leave Insurance and/or take an unpaid leave under the Family and Medical Leave Act.

The New Jersey Family Leave Act allows employees to take up to 12 workweeks off in a 24 month period; and through the New Jersey Family Leave Insurance receive payment for up to six (6) weeks to care for a family member or to bond with a newly born or adopted child.

The Federal Family and Medical Leave Act allows employees to take up to 12 workweeks off unpaid within a 12 month period to deal with a serious health condition, care for a family member, or to bond with a newly born or adopted child.

Please visit the [New Jersey Family Leave Act](#), [New Jersey Family Leave Insurance](#) and [Family and Medical Leave Act](#) website for additional information.

Leave of Absence for Employee - Medical

An employee going out on a medical leave is not required to use sick, personal and/or vacation days prior to taking FMLA. Under FMLA, an employee is allowed to take up to 12 workweeks off unpaid within a 12 month period.

Leave of Absence to care for Family Member

An employee going out on a leave to care for a family member is eligible to use sick, personal and/or vacation days prior to taking NJFLA or FMLA.

In situations where a leave is provided by both the New Jersey Family Leave Act and the Federal Family and Medical Leave Act (i.e., family leave), the employee is entitled to only up to 12 weeks of leave, in a 12 month period to care for a family member or newly born or adopted child.

Section D on the FL-1 Form located on the New Jersey Family Leave Insurance website needs to be given to Payroll on your last working day and the entire completed document needs to be submitted to the State the same day. Submitting the form before you stop working or too late after you have stopped working may cause the benefit payment to be delayed or denied by the State.

Maternity Leave

Sick, personal or vacation days can be taken as an option before going out on the New Jersey Family Leave Insurance and the Federal Family and Medical Leave Act.

In situations where a leave is provided by both the New Jersey Family Leave Act and the federal Family and Medical Leave Act (i.e., family leave), the employee is entitled to only up to 12 weeks of leave, in a 12 month period to care for a family member or newly born or adopted child.

Section D on the FL-1 Form located on the New Jersey Family Leave Insurance website needs to be given to Payroll on your last working day and the entire completed document needs to be submitted to the State the same day. Submitting the form before you stop working or too late after you have stopped working may cause the benefit payment to be delayed or denied by the State.