

## NTA Contract “Did You Know?” Part 2

### Temporary Leave Days

8-7.1 Each member of the unit shall be entitled to five (5) *[most districts have 3]* leave of absence days with pay each year for legal, business, principal Jewish holy days or similar days for religious, household or family matters which, after a good faith effort, cannot be scheduled or accommodated outside of the school day.

Application for such leave shall be in writing (absence management system) and the reason for leave checked. The application shall be made as far in advance as practicable and ordinarily at least forty-eight (48) hours in advance. In the event of extreme emergencies, additional days of temporary leave may be granted by the Superintendent. The decision to grant or refuse such leaves shall not be grievable. Teachers requesting leave under this emergency provision shall clearly state the reasons for prior utilization of temporary leave time.

8-7.2 The Association and the Board jointly accept the responsibility to encourage staff members to use temporary leaves of absence with discretion. The Association shall receive annually a list of all staff members who have used temporary leave of absence days and the number of such days used. Such temporary leaves of absence shall not be utilized for vacation, recreational, or other purposes not consistent with the permitted uses of legal, business, principal Jewish holy days or similar days for other religious, household or family matters.

The individual’s responsibility to the students and to the instructional program must be considered when scheduling legal, business, household, and family matters during school hours.

8-7.3 Temporary leaves of absence shall not be taken the day before or the day after school holidays or school vacation periods unless the Superintendent has specifically approved the reason for taking such leave. Such approval shall be in writing.

8-7.4 All members of the unit may be permitted additional time at the discretion of the Superintendent for the following educational reasons:

Attending educational meetings which have direct value to pupils.

School visitations which have been planned in advance.

Members of the unit serving as chairperson of curriculum workshop committees may be given time to carry out the duties of the chairperson during the school day.

Serving the local, state, or national education associations. For the welfare of the school, attendance at such meetings must necessarily be kept to a minimum.

**If you have any specific questions about YOUR temporary leave absence, please contact your building rep.**