



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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I. PURPOSE

To provide Department-wide guidelines regarding the crediting, earning and use of paid and unpaid leave time.

II. SCOPE

This policy applies Department-wide.

III. LEGAL AUTHORITY

Family Medical Leave Act 29 U.S.C. 2601 et seq.
N.J.A.C.4A:6-1.1 et seq.

IV. DEFINITIONS

The following terms when used in this Policy, have the meaning indicated:

Credited Leave means paid leave time (Vacation, Sick, Administrative) which has been given to an employee in anticipation of a calendar year's employment.

Earned Leave means paid leave time (Vacation, Sick, Administrative) which has been earned as a result of time in paid status.

Immediate Family means an employee's spouse, domestic partner (see section 4 of P.L. 2003, c. 246), civil union partner (see P.L. 2006, c. 103), child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.

Intermittent Leave of Absence means time away from work of at least a full day, but less than 10 consecutive days.

Leave of Absence means any time away from work, either paid or unpaid, which is 10 or more consecutive days.

Medical Verification means a legibly written communication which identifies and certifies the employee's illness/injury/disability, the length of the employee's anticipated absence from work, and projected return to work date. The communication must be on the treating physician's letterhead which identifies the physician's name, office location, and phone number and must be dated and signed by the treating physician.

Named party means a person who is either named as a defendant or plaintiff in a legal case.

Serious Health Condition means i) Any period of incapacity or treatment in connection with or resulting from inpatient care in a hospital, hospice, or residential medical care facility; ii) Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by a health care provider; or iii) Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

Service Retirement includes retirement upon the attainment of age 60, an Early Retirement upon reaching 25 years of credited service, and a Veteran Retirement.

Sick Leave Abuse may include, but is not limited to, the use of Sick Leave for purposes other than those permitted by policy and/or regulation, failure to be reachable when required by the supervisor, or failure to comply with established procedures.

Terminal Leave is defined as paid leave time (Vacation, Sick, Administrative, Compensatory) taken by a separating employee in a block between the date the employee notifies the Department of their separation and the employee's last day of employment allowing the employee to "remain on the books" but not report to work.

V. POLICY

It is the policy of the Department of Children and Families to provide paid and unpaid leaves to employees pursuant to federal and state statute and regulation.

VI. GUIDELINES GOVERNING PAID LEAVE

A. Career Service

1. Employees in Career Service appointments and Senior Executive Service appointees with underlying permanent Career Service status are subject to the leave regulations of N.J.A.C. Title 4A and the following policy.

2. Employees are not permitted to take Terminal Leave prior to separating (resignation, termination, or retirement) from employment with the Department.

3. Vacation Leave

a. Earning

1. Employees earn Vacation Leave pursuant to N.J.A.C. 4A:6-1.2.

2. Employees who exhaust all paid Vacation Leave in any one year shall not be credited with additional paid Vacation Leave until the beginning of the next calendar year.

3. An employee who leaves State service shall be paid at their hourly rate of pay based on their base salary for each hour of earned, but unused Vacation Leave

4. Employees on unpaid Leave of Absence, or on unpaid suspension do not earn Vacation Leave and will have their credited Vacation Leave prorated pursuant to N.J.A.C. 4A:6-1.2(a).

a. Employees who have overdrawn their Vacation Leave balances as a result of a proration shall not be credited with additional Vacation Leave until the overdraw is resolved.

b. Employees who have overdrawn their Vacation Leave will be docked an equivalent number of hours to repay the Department for their overdrawn time.

5. Employees who separate from State service as a result of a resignation, termination or retirement, shall have their Vacation Leave prorated pursuant to N.J.A.C. 4A:6-1.2(a).

b. Use

1. Vacation time must be used in a minimum amount of one (1) hour, increasing by the half hour (i.e., 1 hour, 1.5 hours, 2.0 hours, etc.).

2. Employees wishing to use their accumulated Vacation Leave must submit a request on the Department's Leave Request Form (Attachment 1) to their supervisor in advance of the intended date.

3. Supervisors shall review the request and deny it if they feel the leave will negatively impact departmental operations.
4. Supervisors are permitted to request all leave requests by all employees who report to them at one time, in advance, for times of high Vacation use (i.e., Summer, December) to determine appropriate staffing levels.
 - a. Approvals should be done in the order of decreasing State seniority.
 - b. Requests submitted after the established submittal date are on a first come, first served basis.
5. Vacation may be used in place of Sick Leave for a planned absence, however, Vacation Leave may NOT be called in.
6. Vacation Leave may be used in the year it is earned or the next succeeding year only.
7. When using Vacation Leave, the oldest Vacation Leave is used first.

4. Sick Leave

a. Earning

1. Employees earn Sick Leave pursuant to N.J.A.C. 4A:6-1.3.
2. Employees who exhaust all paid Sick Leave in any one year shall not be credited with additional paid Sick Leave until the beginning of the next calendar year.
3. Sick Leave accumulates without limit.
 - a. Employees who leave State service by way of resignation or termination will have their earned Sick Leave stored in an inactive bank which will be available to them if they are re-employed in State service.
 - b. Employees who retire on a Service Retirement (does not include a Deferred Retirement), Disability Retirement or Accidental Disability Retirement are

eligible to be financially compensated for their earned, unused Sick Leave via the Supplemental Compensation on Retirement Program (SCOR) pursuant to N.J.A.C. 4A:6-3.1.

4. Employees on unpaid Leave of Absence, or on unpaid suspension do not earn Sick Leave and will have their credited Sick Leave prorated pursuant to N.J.A.C. 4A:6 1.3(a).
 - a. Employees who have overdrawn their Sick Leave balances as a result of a proration shall not be credited with additional Sick Leave until the overdraw is resolved.
 - b. Employees who have overdrawn their Sick Leave will be docked an equivalent number of hours to repay the Department for their overdrawn time.

b. Use

1. Sick Leave must be used in a minimum amount of one (1)hour, increasing by the half hour (i.e., 1 hour, 1.5 hours, 2.0 hours, etc.).
2. Sick Leave may be used for the following purposes:
 - a. Illness or non-work related injury to the employee, or
 - b. Exposure to a contagious disease, or
 - c. To care for a seriously ill member of the employee's immediate family for a reasonable period of time, or
 - d. Bereavement for a member of the employee's immediate family, for a reasonable period of time, or
 - e. To attend a doctor's appointment for themselves or an immediate family member.
3. Employees who intend to use Sick Leave for a planned absence must submit a request on the Department's Leave Request Form (Attachment 1) to their supervisor as soon as practicable in advance of the intended date.
4. Supervisors shall review the request and deny it if they feel the leave will negatively impact departmental operations or if the

employee did not comply with the procedures in sub-section 5 below.

5. Employees who must use Sick Leave due to an illness or injury which was unplanned, or under an emergency circumstance which did not allow for advance submission of a Leave request form shall:
 - a. If the employee is working in a 24 hour operation
 1. Notify their supervisor, or their designee, via voice communication as soon as practicable, but no later than one hour prior to their scheduled start time, unless the circumstances make that impossible. In that case, notification must be made as soon as possible.
 - b. If the employee is working in a non-24 hour operation
 1. Notify their supervisor, or their designee, via voice communication by their scheduled start time.
6. Supervisors shall establish alternative phone numbers to contact, if they are not available, for their employees who must call out.
7. Employees may be asked by the supervisor for medical verification under the following circumstances:
 - a. The employee has used full Sick Leave days for five or more consecutive work days, or
 - b. The employee has used more than 15 full Sick Leave days in any consecutive 12 month period, or
 - c. The supervisor has reason to believe the employee is abusing Sick Leave.
8. When an illness is of a chronic or recurring nature, a medical verification is only required one time for every six months. Absences unrelated to that chronic illness may require a separate medical verification.

9. An employee may be asked to submit to an examination by a State Physician, at the State's expense, as a condition of a continued Leave of Absence or return to work.
 - a. The purpose of the examination is to determine the fitness of the employee to return to work, or
 - b. Whether the employee's condition would jeopardize the health of co-workers or clients, or
 - c. To verify the continued inability of the employee to perform his/her work duties.
10. Failure to follow the guidelines and procedures regarding Sick Leave will result in the leave being unauthorized. Unauthorized absences may be unpaid, may be used as evidence of Sick Leave Abuse, and may subject the employee to disciplinary action.
11. Employees are not entitled to Leave of Absence without pay outside of the benefits enumerated in this policy.

5. Administrative Leave

a. Earning

1. Employees earn Administrative Leave pursuant to N.J.A.C. 4A:6-1.9.
2. Employees may use Administrative Leave in the year it is granted only. Any unused time at the end of the calendar year will be forfeited.

b. Use

1. Administrative Leave must be used in a minimum amount of one (1) hour, increasing by the half hour (i.e., 1 hour, hours, 2.0 hours, etc.).
2. Administrative Leave may be used for the following purposes and should be granted in the following order of priority where there are conflicts between employee requests.
 - a. Emergencies, or

- b. Religious observance, or
 - c. Personal matters
3. Employees wishing to use Administrative Leave must submit a request on the Department's Leave Request Form (Attachment 1) to their supervisor in advance of the intended date, unless under emergency circumstances.
 4. Employees separating from State service as a result of a resignation, termination, or retirement are not entitled to compensation for any earned, but unused Administrative Leave.
 5. Administrative Leave is not prorated upon separation from state service or due to an unpaid Leave of Absence. Consequently, employees are not financially liable for used Administrative Leave days upon separation.

B. Unclassified Service (Unclassified Leave Plan)

1. Those employees who currently hold unclassified appointments and Senior Executive Service (SES) appointees without underlying permanent Career Service status are not subject to the leave regulations of N.J.A.C., Title 4A.
2. Employees are not permitted to take Terminal Leave prior to separating (resignation, termination, or retirement) from employment with the Department.
3. Employees in the following titles and employees in SES appointments without underlying Career Service Status are subject to the following Unclassified Leave Plan.
 - a. Commissioner
 - b. Chief of Staff
 - c. Division Director
 - d. Deputy Division Director
 - e. Assistant Division Director
 - f. Chief Executive Officer
 - g. Confidential Secretary

- h. Confidential Assistant
 - i. Government Representative 1
 - j. Government Representative 2
 - k. Government Representative 3
 - l. Staff Assistant
 - m. Managing Physician/Psychiatrist
 - n. Director of Communications
4. Employees in Unclassified appointments that aren't in the above list and SES appointees with an underlying permanent Career Service title are subject to the Career Service Leave Plan identified in Section VI, A and in N.J.A.C. 4A:6-1.1 et seq.
 5. Vacation Leave
 - a. Earning
 1. Employees are credited with 20 Vacation Leave days on January 1st of each year.
 2. Employees who are appointed to an Unclassified Plan eligible position during a calendar year will receive the difference between their credited Vacation under the Career Service Leave Plan and the 20 days of the Unclassified Plan. Under no circumstances will an employee be credited with more than 20 days in a calendar year with the following exception.
 - a. Employees who were entitled to 25 days of Vacation under the Career Service Leave Plan who accept an Unclassified appointment, or who are on leave from the Career Service title to accept an Unclassified position, will continue to earn 25 days of Vacation.
 3. Employees who are hired new to State service after January 1st of a calendar year, will be credited 1.7 days of Vacation for each remaining month of the calendar year.
 - a. Example- If a an employee is hired into an Unclassified position on April 1st, he/she will receive 15.3 Vacation days for their first calendar year of service. This assumes the employee works the rest of the year without an unpaid Leave of Absence.

4. Employees who exhaust all paid Vacation Leave in any one year shall not be credited with additional paid Vacation Leave until the beginning of the next calendar year.
5. Employees who leave State service shall be paid at their hourly rate of pay based on their base salary for each hour of earned, but unused Vacation Leave.

b. Use

1. Vacation time must be used in a minimum amount of one (1) hour, increasing by the half hour (i.e., 1 hour, 1.5 hours, 2.0 hours, etc.).
2. Employees wishing to use their accumulated Vacation Leave must submit a request on the Department's Leave Request Form (Attachment 1) to their supervisor in advance of the intended date.
3. Supervisors shall review the request and deny it if they feel the leave will negatively impact departmental operations.
4. Supervisors are permitted to request all leave requests in advance for times of high Vacation use (i.e., summer, December) to determine appropriate staffing levels.
 - a. Approvals should be done by decreasing State seniority.
 - b. Requests submitted after the established submittal date are on a first come, first served basis.
5. Vacation may be used in place of Sick Leave for a planned absence, however, Vacation Leave may NOT be called in.
6. Vacation Leave may be used in the year it is earned or the next succeeding year only.
7. When using Vacation Leave, the oldest Vacation Leave is used first.

6. Sick Leave

a. Earning

1. Employees are credited with 15 sick days on January 1st of each calendar year.

2. Employees who exhaust all paid Sick Leave in any one year shall not be credited with additional paid Sick Leave until the beginning of the next calendar year.
3. Sick Leave accumulates without limit.
 - a. Employees who leave State service by way of resignation or termination will have their earned Sick Leave stored in an inactive bank which will be available to them if they are re-employed in State service.
 - b. Employees who retire on a Service Retirement (not including a Deferred Retirement), Disability Retirement or Accidental Disability Retirement are eligible to be financially compensated for their earned, unused Sick Leave via the Supplemental Compensation on Retirement Program (SCOR) pursuant to N.J.A.C. 4A:6-3.1.
- b. Use
 1. Sick Leave must be used in a minimum amount of one (1) hour, increasing by the half hour (i.e., 1 hour, 1.5 hours, 2.0 hours, etc.).
 2. Sick Leave may be used for the following purposes:
 - a. Illness or non-work related injury to the employee, or
 - b. Exposure to a contagious disease, or
 - c. To care for a seriously ill member of the employee's immediate family for a reasonable period of time, or
 - d. Bereavement for a member of the employee's immediate family, for a reasonable period of time.
 - e. To attend a doctor's appointment for themselves or an immediate family member.
 3. Employees who intend to use Sick Leave for a planned absence must submit a request on the Department's Leave Request Form (Attachment 1) to their supervisor as soon as practicable in advance of the intended date.
 4. Supervisors shall approve the request unless it negatively impacts departmental operations.
 5. Employees who must use Sick Leave due to an illness or injury which was unplanned, or under an emergency circumstance which did not allow for advance submission of a Leave request form shall:

- a. If the employee is working in a 24 hour operation
 1. Notify their supervisor, or their designee, via voice communication as soon as practicable, but no later than one hour prior to their scheduled start time, unless the circumstances make that impossible. In that case notification must be made as soon as possible.
- b. If the employee is working in a non-24 hour operation
 1. Notify their supervisor, or their designee, via voice communication by their scheduled start time.
6. Supervisors shall establish alternative phone numbers to contact, if they are not available, for their employees who must call out.
7. Employees may be asked by their supervisor for medical verification under the following circumstances:
 - a. The employee has used full Sick Leave days for five or more consecutive work days, or
 - b. The employee has been used more than 15 full Sick Leave days in any consecutive 12 month period, or
 - c. The supervisor has reason to believe the employee is abusing Sick Leave.
8. When an illness is of a chronic or recurring nature, a medical verification is only required one time for every six months. Absences unrelated to that chronic illness may require a separate medical verification.
9. An employee may be asked to submit to an examination by a State Physician, at the State's expense, as a condition of a continued Leave of Absence or return to work.
 - a. The purpose of the examination is to determine the fitness of the employee to return to work, or
 - b. Whether the employee's condition would jeopardize the health of co-workers or clients, or
 - c. To verify the continued inability of the employee to perform his/her work duties.

10. Failure to follow the guidelines and procedures regarding Sick Leave will result in the leave being unauthorized. Unauthorized absences may be unpaid, may be used as evidence of Sick Leave Abuse, and may subject the employee to disciplinary action.

11. Employees are not entitled to leave of Absence without pay outside of the benefits enumerated in this policy.

7. Administrative Leave

a. Earning

1. Employees are credited with three (3) Administrative Leave days on January 1st of each year.
2. Employees may use Administrative Leave in the year it is granted only. Any unused time at the end of the calendar year will be forfeited.

b. Use

1. Administrative Leave must be used in a minimum amount of one (1) hour, increasing by the half hour (i.e., 1 hour, 1.5 hours, 2.0 hours, etc.).
2. Administrative Leave may be used for the following purposes and should be granted in the following order of priority where there are conflicts between employee requests.
 - a. Emergencies, or
 - b. Religious observance, or
 - c. Personal matters
3. Employees wishing to use Administrative Leave must submit a request on the Department's Leave Request Form (Attachment 1) to their supervisor in advance of the intended date, unless under emergency circumstances.
4. Employees separating from State service as a result of a resignation, termination, or retirement are not entitled to compensation for any earned, but unused Administrative Leave.
5. Administrative Leave is not prorated upon separation from state service or due to an unpaid Leave of Absence. Consequently, employees are not financially liable for used Administrative Leave days upon separation.

C. Leaves of Absence

1. Leaves of Absence are governed by N.J.A.C. 4A:6-1.10 et seq. and this policy.
2. All requests for Leaves of Absence must be approved by the Office of Human Resources prior to the effective date of the leave, except under emergency circumstances.
3. All requests for Leaves of Absence require documentation and/or justification and none will be considered without such supporting documentation.
4. All requests must be made on the Department of Children and Families Leave of Absence Request Form (Attachment 2).
 - a. The request must be reviewed by the employee's supervisor and/or manager and they must mark the request either 'Recommended' or 'Not Recommended' based on the operational needs of the work unit.
 - b. If the leave is 'Not Recommended' the supervisor or manager shall provide the reason for his/her position on the form.
 - c. The supporting documentation described below should be attached to the form and forwarded directly to the DCF Office of Human Resources Leave Unit via interdepartmental mail at Cost Code # 941, or via the US Mail at P.O. Box 717 Trenton, NJ 08625-0717.
 - d. Upon receipt of the request and the necessary supporting documentation, the Office of Human Resources Leave Unit will process the request and advise the employee and supervisor/manager if the request is approved and what type of leave is being taken.
 - e. An employee should not be permitted to begin the Leave of Absence until receiving approval from the Office of Human Resources.

4. Types of Leaves

a. Personal Leave

1. A permanent State employee is permitted up to a one (1) year unpaid Leave of Absence for personal reasons with Departmental approval.
2. Non-permanent State employees are permitted up to 6 bi-weekly pay periods (12 weeks) of leave with Departmental approval.
3. The leave may not be used to engage in alternative employment.

4. Required supporting documentation for Personal Leaves of Absence must identify the reason for the leave and certify that the leave will not be used for purposes of alternative employment.

b. Military Leave

1. Military Leaves are governed by N.J.A.C. 5A:2-1.1 et seq. which are administered by the New Jersey Department of Military and Veterans' Affairs.
2. Permanent employees who are members of the New Jersey National Guard or who are reservists are entitled to a Leave of Absence to participate in State or Federal Active Duty or Active Duty for Training as determined by the New Jersey Department of Military and Veterans' Affairs.
 - a. New Jersey National Guard members are entitled to a Leave of Absence with pay for up to 90 days in a calendar year for Federal or State Active Duty or Active Duty for Training.
 - b. Reservists and members of the National Guard of any other state are entitled to a Leave of Absence with pay for up to 30 days in a calendar year for Federal or State Active Duty or Active Duty for Training.
 - c. Employees who have exhausted their paid leave entitlements enumerated above shall be entitled to an Unpaid Leave of Absence for any Federal or State Active Duty or Active Duty for Training in excess of the paid leave.
3. Required supporting documentation is a copy of the state or federal orders requiring the employee to participate in State or Federal Active Duty or Active Duty for Training.

c. Convention Leave

1. Duly authorized representatives of a local union are entitled to up to 5 days of leave with pay to attend the State or National convention of an organization identified in N.J.S.A. 38:23-2.
2. Supporting documentation required for Convention Leave is a copy of the union communication designating the employee as a delegate to the convention.

- a. Within ten (10) business day of the return from leave, the employee must submit to his/her supervisor/manager and the Office of Human Resources Leave Unit, a Certificate of Attendance.
- b. Failure to provide the Certificate of Attendance may result in the absence being designated unauthorized, requiring the docking of the employee's pay or the use of earned Vacation Leave, Administrative Leave, or Compensatory Time.

d. Educational Leave

1. Permanent employees who are enrolled in a Departmental sponsored degree granting program who are receiving tuition reimbursement are eligible for up to a one (1) year Leave of Absence to complete their degree.
 - a. Supporting documentation required is a letter of acceptance to the education program, a description of the educational program, and the anticipate degree and date of award.
2. Permanent employees are eligible for up to four (4) hours per week of 'Release Time' to attend a class in which they are receiving tuition reimbursement. To be eligible for Release Time' the following must be met:
 - a. The employee is receiving tuition reimbursement from the Department, or would have received reimbursement funds were available, and
 - b. The class must improve the employee's ability to meet their current job responsibilities, and
 - c. The class in question must only be offered during the employee's work day. If it is offered at another date or time outside of the employee's work hours, the employee is not eligible for 'Release Time', and
 - d. The supervisor is unable to adjust the employee's work schedule to accommodate the class.

e. Leave for Emergency Civilian Duty

1. Permanent and non-permanent employees who are Certified Disaster Volunteers of the American Red Cross are eligible for up to 10 days of paid leave, and 10 days of unpaid leave to respond to a disaster under the following conditions:

- a. The disaster relief services are going to be performed in New Jersey, or
 - b. The disaster is a Federal or Presidentially declared disaster designated as Level III or above, in accordance with American National Red Cross regulations and procedures; or
 - c. The disaster is declared by the governor of the state or territory in which the disaster has occurred.
- 2. .Employees are eligible for paid leave to respond to a disaster in relation to national defense or other emergency unrelated to the above when they are individually ordered to by the Governor of the State of New Jersey or the President of the United States.
- 3. Required supporting documentation includes a copy of the American Red Cross document deploying the employee to the disaster, or the order identifying the employee being deployed pursuant to the Gubernatorial or Presidential order.
- f. Leave for Jury Duty
 - 1. .Employees are eligible for leave with pay to serve as jurors in both state and federal courts for actual time served. In many cases the time listed on the summons received is greater than the time actually served.
 - 2. The leave shall include commuting time to the court facility and shall not exceed the number of hours in the employee's normal work day.
 - 3. Required supporting documentation includes a copy of the summons issued to the employee.
 - 4. Upon return from Jury Duty, employees must submit a Certification of Time Served issued by the court to their supervisor and the Office of Human Resources Leave Unit (Cost Code #941, P.O. Box 717, fax (609)633-6829).
 - 5. .Failure to provide the Certificate of Time Served may result in the absence being designated unauthorized requiring the docking of the employee's pay or the use of earned Vacation Leave, Administrative Leave, or Compensatory Time.
 - 6. State employees are prohibited from receiving the Juror Stipend from the court. Employees must notify the court staff of their employment with the State to prevent the issuance of the stipend. If the stipend is received by an employee, it must be returned to the issuing court.

g. Leave to Appear as a Witness

1. .Employees are eligible for leave with pay to appear as a witness before any judicial body or legislative committee in relationship to a case related to their work responsibilities.
2. .Employees are eligible for leave with pay to appear as a witness before any judicial body or legislative committee in a case in which is not related to the work function but in which they are not a named party.
3. Employees are entitled to leave without pay to appear as a witness before any judicial body or legislative committee in relationship to a case not related to their work responsibilities in which they are a named party.
4. Required supporting documentation includes a copy of the summons.

h. Family Leave

1. Employees will be afforded the benefits of the State Family Leave Act and the federal Family Medical Leave Act, where eligible, as defined in the Departmental Policy, [DCF-III-A-1-005-2007](#), regarding family leaves.

i. Voluntary Furlough

1. Employees are permitted to take Voluntary Furlough for up to 30 days in a calendar year except for the following reasons:
 - a. .As Sick Leave, or
 - b. As leave without pay for a disability, or
 - c. To seek or engage in alternate employment.
2. Voluntary Furlough must be requested in advance.
3. Upon reaching 30 days of Voluntary Furlough, the employee may apply for Voluntary Furlough Extension Leave for up to 60 additional days.
 - a. Furlough Extension Leave may only be used for education or family care needs.
 - b. Furlough Extension Leave may only be taken in blocks of 10 work days.

4. Voluntary Furlough and Voluntary Furlough Extension Leave may be denied if it negatively impacts Departmental operations or results in increased costs to the Department.
5. Voluntary Furlough may be taken as whole days or partial days but in no case in an increment of less than one (1) hour.
6. There is no required supporting documentation in addition to the Leave of Absence Request Form for this type of leave.

j. School Volunteer Leave

1. Employees are eligible for up to 20 hours of leave with pay per calendar year to volunteer in an academically beneficial school activity.
2. .An academically beneficial school activity, for purposes of this section, includes, but is not limited to, helping a teacher in the classroom, as well as the following activities held at the schools: reading to children; tutoring; assisting students with homework; mentoring; serving as a guest speaker; advising students on careers; or assisting with extracurricular or coaching activities.
3. School Volunteer Leave is not permitted for back to school nights, teacher conferences, field trips, or class performances. The time must be educationally oriented.
4. The service may be provided to any New Jersey public, private or parochial school through grade 12.
5. The employee's child does not need to attend the school for the service to be eligible for this program.
6. Use of School Volunteer Leave must be requested and approved in advance.
7. The leave with pay permitted through this program may not be used for traveling time to and from the school facility. The employee's own earned leave time (Vacation Leave, Administrative Leave, Compensatory Time) must be used to cover traveling time.
8. Required supporting documentation includes:
 - a. A letter from a member of the school's administration on the school's letterhead identifying the academically beneficial activity the employee will be participating in, verifying that it is a Board of Education approved program, and contact information for verification.

- b. A copy of the Leave Request Form approved by the employee's supervisor for the traveling time to and from the school facility.
- 9. Upon return to work the employee must submit to his/her supervisor and the Office of Human Resources Leave Unit (Cost Code #941, P.O. Box 717, fax (609)633-6829) a letter from a member of the school administration verifying the employee's participation.
- k. Pregnancy-Disability and Child Care Leave
 - 1. Permanent employees are eligible for a leave without pay for up to one (1) year due to a disability associated with pregnancy.
 - a. Non-permanent employees are eligible for a leave without pay for up to 12 consecutive weeks which may be extended six months under exceptional circumstances.
 - 2. Permanent employees are eligible for a leave without pay for up to one (1) year to care for their child.
 - a. Non-permanent employees are eligible for a leave without pay for up to 12 consecutive weeks which may be extended six months under exceptional circumstances.
 - 3. The employee shall not be required to exhaust all earned paid leave prior to requesting Pregnancy-Disability Leave.
 - 4. Required supporting documentation is a medical verification when the leave is for Pregnancy-Disability. For Child Care Leave, a statement on the Leave Request Form identifying the purpose of the leave is sufficient.

Date

Allison Blake, Ph.D., L.S.W.
Commissioner