



Know Your Contract

This is the language from the Collective Bargaining Agreement between The Perth Amboy Federation and The Perth Amboy Board of Education. No other interpretations or exceptions apply.

Sick Leave:

Ten (10) month employees with less than twenty (20) years of District service	Ten (10) sick days annually
Ten (10) month employees with twenty (20) or more years of District service:	Twelve (12) sick days annually*
Twelve (12) month employees with less than twenty (20) years of District service:	Twelve (12) sick days annually
Twelve (12) month employees with twenty (20) or more years of District service:	Fifteen (15) sick days annually*

*Prospective application only; no "catch up" for years where previously only grandfathered personnel received extra days.

1. Employees hired on or after October 1 of any school year shall have their sick days pro-rated at the rate of one day per full month of service remaining to the end of the year. Such days shall be available after the first day that the employee actually reports to work.
2. The Superintendent of Schools may require a staff member to furnish a physician's certificate of illness before allowing pay for days absent on account of personal illness. A decision to require a physician's certificate of illness shall be based on an individual's attendance record and/or observed and documented incidents or patterns of abuse and shall not be required on a collective basis.

Personal Leave:

All employees shall receive an allotment of three (3) personal days which may be used to conduct personal business which cannot be conducted during non-working hours.

Personal days shall require three (3) days' notice under normal circumstances and will not be granted for days immediately before or after a school break without prior approval from the Superintendent.

In the event that the 3 day notice cannot be met, an employee may utilize a personal day providing "emergency" or "unanticipated" circumstances exist. Whenever 10% or more of the

employees in any bargaining affiliate use “emergency” personal days, the Superintendent may challenge the use of personal days for those employees. If dissatisfied with the staff members’ response to his/her challenge, the Superintendent may deny payment for the use of that day. Denial for any such day shall not be subject to the grievance procedure.

Half personal days may be taken under normal circumstances with three days prior notification to the Superintendent and will not be granted for days immediately before or after a school break without the prior approval of the Superintendent. In the event of an unanticipated or emergency situation, a half personal may be utilized with proper notification to the building administrator.

Family Medical Leave Days:

All employees will receive three (3) Family Medical Leave Days annually. Said days are to be utilized for addressing illness, medical visits, medical treatments or other family medical issues for their immediate family in accordance with the definition used in Bereavement Leave. The Superintendent may require a staff member to furnish a physician’s certificate of illness before allowing pay for days absent due to family leave.

Non-Cumulative Time Off Days:

Employees shall be granted three (3) non-cumulative time off days per year, beginning with the 2016-2017 school year. Prior to using said day(s), an employee must notify their immediate supervisor three (3) days in advance. Days are not to be used as vacation or sick days. The Superintendent may request documentation for the use of days if reasonable ground exist to raise a concern that days are being misused.

Accumulated Leave:

All unused sick, personal and family leave days shall accumulate annually as available sick leave, up to a maximum of 18 days per year.

Use of Days Table		
Type of Day	Is notice required?	Can I use a ½ day?
Sick Day	no	Only if you go home sick after working ½ day.
Personal Day	Three (3) days’ notice required - except if taken on an emergency basis. Can only be used before or after a break with prior approval of the superintendent.	yes
Family Medical Day	no	no
Non-Cumulative Day	3 days’ notice	no



A Union of Professionals