

## Unpaid Leave of Absences, Resignations, Retirements & Other Terminations

When an employee requests a Medical, Maternity, Personal or Paternity Leave of Absence, you are required to complete and submit Federal Medical Leave of Absence forms (FMLA) and Leave of Absence Notification forms. If you are requesting a paid or unpaid Leave of Absence, please contact Jennifer Martello in Human Resources at [jmartello@barnegatschools.com](mailto:jmartello@barnegatschools.com) or call (609)698-5800 ext 11801. All Leave of Absence requests require 60 days' notice and must be Board Approved so it is very important to contact Human Resources as soon as possible if you are requesting a leave of absence.

If you are requesting an unpaid Leave of Absence, please review the Prorated Paycheck memo under the Leave of Absence tab to show the payroll calculation that is used to pro-rate your salary for the remainder of the school year.

If you have any questions, please contact Jennifer Martello in the Human Resources Department at [jmartello@barnegatschools.com](mailto:jmartello@barnegatschools.com) or Lynne Senyk in the Payroll Department at [lsenyk@barnegatschools.com](mailto:lsenyk@barnegatschools.com).

Thank you