

4433 VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement.

Vacation time will be granted as follows:

- 1-5 year(s) – 10 days
- 6-10 years – 13 days
- 11-15 years – 16 days
- 16+ years – 20 days

An application for vacation must be presented to the Superintendent not less than 2 weeks before the intended starting date of the vacation. A waiver to the that rule may be given in emergency situations. The Superintendent must approve all vacations before they are taken.

Vacation time must be taken within 12 months of the time it is earned.

Vacation time may not be carried over after July 30, 2019.

Vacations will be granted only at time of the year when they will not interfere with the regular operations of the school.

Payment of salary in lieu of vacation is prohibited.

If a personal leaves employment prior to the end of their contract year, vacation days are prorated.

N.J.S.A. 18A:30-7

Adopted: July 9, 2018