

VACATION AND HOLIDAYS/RECESS DAYS – NON-CERTIFIED STAFF

The Board believes that it is beneficial to the school district that support staff personnel, who work twelve months per year, are provided periodic relief from the responsibilities of their jobs without loss of compensation. This policy is limited to the foregoing individuals.

The Board reserves the right to specify the conditions under which vacation time may be taken. Vacation will be permitted only at times of the year when the vacation will not interfere with the operation of the school district. Payment in lieu of vacation is prohibited except as provided herein for retiring or terminated employees.

I. Eligibility for Vacation:

On an annual basis, full-time secretarial/clerical personnel shall earn vacation days as follows:

- A. During the first school year of employment individuals shall receive one week vacation for the first six months of their employment and one week for the second six months of employment. Individuals who are employed for less than a full school year shall receive a prorated amount of vacation during their second year of employment.
- B. Individuals employed for more than one year but less than five years - 10 days per annum.
- C. Individuals employed for five years but less than ten years - 15 days per annum.
- D. Individuals employed for ten years or more -20 days per annum.
- E. Vacations must be taken within one year of the time earned.
- F. Upon separation from employment, individuals who have taken any vacation days in excess of the number earned shall reimburse to the district the dollar value of the unearned vacation taken.

On an annual basis, full-time custodial/maintenance employees shall earn vacation days as follows:

- A. During the first school year of employment individuals shall receive one week vacation for the first six months of their employment and one week for the second six months of employment. Individuals who are employed for less than a full school year shall receive a prorated amount of vacation during their second year of employment.
- B. Individuals employed for more than one year but less than five years - 10 days per annum.
- C. Individuals employed for five years or more 15 days per annum.
- D. The maximum vacation time per annum for custodial/maintenance employees is 15 days.

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- E. Custodial/maintenance employees shall not take vacation the week before the opening of school unless for an emergency.
- F. Vacations must be taken within one year of the time earned.
- G. Upon separation from employment, individuals who have taken any vacation days in excess of the number earned shall reimburse to the district the dollar value of the unearned vacation taken.
- H. Part-time twelve month support staff personnel shall earn vacation days equivalent in time to their work day schedule.

II. Application

Eligible employees must apply for vacation to the Superintendent of Schools after approval of their immediate supervisor. Special consideration may be given to emergencies. All applications are subject to final approval by the Superintendent of Schools.

III. Retirement/Termination of Employment

An employee who anticipates retirement or termination from district employment may request to utilize accrued vacation days prior to the termination date with prior approval of the Superintendent of Schools, or alternatively the employee may be paid for accrued vacation days at the per diem rate in effect when earned.

IV. Holiday/Recess Days

Upon the recommendation of the Superintendent of Schools, the Board will annually approve a schedule of holidays/recess days for support staff personnel. Such employees shall be entitled to sixteen (16) paid holidays/recess days each year.

Legal References: NJSA 18A: 11-1

Cross References: *4211 Recruitment, selection and hiring

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Secretarial/Clerical Vacation, Custodial/Maintenance Vacation

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