

VACATION POLICY

Employees not otherwise covered by negotiated agreement may be absent for the number of days enumerated below per school year without loss of pay, under circumstances approved by the Superintendent:

1. Vacation time is to be scheduled at a time approved by the Superintendent or her/her designee.
2. Vacation time must be taken in the fiscal year following the fiscal year that the vacation time was earned.
3. Vacation time shall not be carried over to a subsequent year unless permission is granted by the Superintendent.
4. No vacation time shall accrue during the first two months of employment.
5. Anyone retiring may have the opportunity to either receive the accrued vacation in cash or to take the time during the thirty (30) days prior to the retirement date.

Twelve Month Contract

Year	Vacation Earned	Vacation Taken
Year 1	10*	0
Years 2,3,4	10	10
Year 5	15	10
Years 6,7,8,9,10,11	15	15
Year 12	16	15
Year 13	16	16
Year 14	17	16
Year 15	20	17
Year 16+	20	20

VACATION POLICY

Eleven Month Contract

Year	Vacation Earned	Vacation Taken
Year 1	9*	0
Years 2,3,4	9	9
Year 5	14	9
Years 6,7,8,9,10,11	14	14
Year 12	15	14
Year 13	15	15
Year 14	16	15
Year 15	19	16
Year 16+	19	19

Ten Month Contract

Year	Vacation Earned	Vacation Taken
Year 1	8*	0
Years 2,3,4	8	8
Year 5	13	8
Years 6,7,8,9,10,11	13	13
Year 12	14	13
Year 13	14	14
Year 14	15	14
Year 15	15	15
Year 16+	18	18

* May be pro-rated based upon hire date

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

Adopted: April 14, 1975
Revised: January 13, 1992
Renumbered: 01/10/05 (4433)

Revised: January 10, 2005