

VACATION POLICY

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. Employee vacation entitlement shall be in accordance with the provisions of each negotiated agreement or individual contract with the Board. This policy shall pertain to all employees who are eligible to use vacation.

Vacation requests are to be submitted to the employee's immediate supervisor for approval using the Vacation Request Form (Exhibit A).

All vacation time must be taken during the school year for which it is earned or entitlement thereto is lost. For example, all vacation time earned for the school year must be used between July 1st and June 30th of that school year. Vacation time not used in accordance with the above, will be forfeited. A maximum of five (5) days of vacation time unable to be used due to the requirements or demands of employment, as required by the Superintendent of Schools, may be requested for carry over using the Vacation Carryover Request Form (Exhibit B). Once approved by the Superintendent, or as specified in the negotiated agreement or individual contract, such days must be used during the following school year, or they shall be voided.

The Superintendent may approve up to a maximum of twenty-two (22) carryover vacation days, which were not used due to unforeseen extraordinary circumstances related to personal illness, Family Medical Leave Act (FMLA), New Jersey Family Leave Act (NJFLA), or Workers Compensation on-the-job injury.

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 or an individual contract with the Board.

In the event that a conflict exists between the above-mentioned conditions and a negotiated agreement or an individual contract with the Board, then the terms of the negotiated agreement or contract shall take precedence.

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