

POLICY

COLLINGSWOOD BOARD OF EDUCATION

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VACATIONS

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. An employee employed for one full year: ten (10) working days;
2. An employee employed for more than one year but fewer than five (5) years; ten (10) working days;
3. An employee employed more than five (5) years; fifteen (15) working days;
4. An employee employed more than ten (10) years; twenty (20) working days;
5. An employee employed less than one year will be entitled to 0.834 day's vacation for each month worked.

An application for vacation must be presented to the Superintendent not less than four (4) weeks before the intended starting date of the vacation. A waiver to that rule may be given in emergency situations. The Superintendent must approve all vacations before they are taken.

Vacation time must be taken within one (1) year of the time it is earned.

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

Payment of salary in lieu of vacation is prohibited.

An employee who anticipates his/her termination of service in this district may take accrued vacation time prior to the termination date upon the Superintendent's approval.



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Accrued vacation time may be paid to a retiring employee or to the estate of a deceased employee.

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

Adopted: September 26, 2005

