

4433 VACATIONS

Vacations - Twelve Month Employees (Non-Bargaining Unit)

Each full-time twelve month employee shall be entitled to vacation with pay at the annual rate of pay such employee is receiving at the time such vacation is actually taken.

All requests for vacation shall be submitted to the immediate supervisor for approval.

Whenever a work holiday falls within the scheduled vacation period, the employee shall receive one (1) extra day of paid vacation.

The length of the vacation period will be determined by the length of service of the employee as set forth in the following list:

Years of Service	Length of Vacation
6 months to 1 year	1 week
1 year to 5 years	2 weeks
After 5 years	3 weeks

Up to one half of the earned vacation days per contract year may be carried over to the next contract year, if approved by the Superintendent. But, in no case may the accumulated carry over days exceed the current year entitlement.

Should the employment relationship be terminated prior to the end of the contract year the vacation days earned for that contract year shall be prorated. Maximum payment upon termination for any unused vacation days shall not exceed 20 days.

This policy shall not apply to those employees who have negotiated a collective bargaining agreement with the Board. The terms of the negotiated bargaining agreement in such a situation supersede the terms of this policy.

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

Adopted: 22 April 1996
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POLICY

OAKLYN BOARD OF EDUCATION

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