

4433 VACATIONS

The Board of Education believes that it is beneficial to the district that contracted noncertificated personnel employed to work twelve months per year be given periodic relief from the responsibilities of their job without loss of compensation. The Board reserves the right to specify the conditions under which vacation may be taken.

Vacation will be given in accordance with the following schedule:

1. One week of vacation after the first year of employment.
2. Two weeks of vacation after the second year of employment.
3. Three weeks of vacation after the tenth year of employment.
4. One additional day for each year after the fifteenth year of employment, through the twentieth year:
 - a. Sixteenth year: three weeks plus one day,
 - b. Seventeenth year: three weeks plus two days,
 - c. Eighteenth year: three weeks plus three days,
 - d. Nineteenth year: three weeks plus four days,
 - e. Twentieth year: three weeks plus five days.
5. After the twentieth year, vacation time will continue at four weeks.

If a holiday falls within an employee's vacation period, time off with pay will be granted equal to the number of hours the employee would have been entitled to receive pay for the holiday.

Vacations shall be taken during the calendar year and will not be cumulative, except at the discretion of the Board. The employees shall select their vacation period according to seniority. Normally only one employee shall be absent at one time. Vacation weeks may be taken separately or together, except the third week, which may be selected only after everyone has had the opportunity of selecting two weeks. Vacation prepayment of salaries will be made to the employees within the pay period preceding vacation.



POLICY

BRADLEY BEACH BOARD OF EDUCATION

SUPPORT STAFF
4433/Page 2 of 2
VACATIONS

Application for vacation during the school year (September-June) shall be made to the immediate supervisor and require prior approval of the Superintendent and Board of Education.

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

Adopted: 17 October 2000

