

# POLICY

UNION COUNTY  
EDUCATIONAL  
SERVICES COMMISSION  
SUPPORT STAFF MEMBERS

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Vacation Policy for 12-month Support Staff

**THIS POLICY REPLACES EXISTING POLICY 4433 IN ITS ENTIRETY**  
**4433 VACATION POLICY FOR 12-MONTH SUPPORT STAFF**

The Board of Directors believes that it is beneficial to the Commission that individuals employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

1. Support staff are entitled to receive one vacation day per month during the first year of employment, following the successful completion of three-months of service.
2. Support staff hired prior to April 1 will receive ten vacation days on July 1, during their first year of employment.
3. Support staff hired after April 1 will receive ten vacation days on July 1, following their first anniversary date of employment.
4. After the first full-year of employment, vacation days will be granted as follows:

<u>Years of Service</u>	<u>Hired between July 2 – December 31</u>	<u>Hired between January 1 –June 30</u>
2 - 4	10 days will post on July 1 prior to anniversary date	10 days will post on July 1 following anniversary date
5	15 days will post on July 1 prior to anniversary date	15 days will post on July 1 following anniversary date
10	20 days will post on July 1 prior to anniversary date	20 days will post on July 1 following anniversary date
20	22 days will post on July 1 prior to anniversary date	22 days will post on July 1 following anniversary date

5. No more than ten consecutive vacation days may be taken at any given time.
6. A “Request for Approval of Absence Form” must be presented to the employee’s supervisor not less than two-weeks before the intended starting date of the vacation. A waiver to that rule may be given in emergency situations with the approval of the Superintendent.

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7. Support staff are encouraged to take vacation days within the calendar year in which days were earned with the exception of five vacation days that may be carried over to the next calendar year.
8. Unused vacation days in excess of five days shall be forfeited on June 30 of each calendar year.
9. Vacation days will be granted only at times of the year when they do not interfere with the regular operations of Commission schools and programs.

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

Adopted: ~~November 1, 2017~~