

Policy

VACATIONS

The Harrison Township Board of Education realizes that vacations from work are indirectly essential to the health and morale of the staff, and therefore, essential to the efficient operation of the school program and the physical plant. In order to achieve these conditions, the board establishes the following rules and regulations:

A. Superintendent:

The superintendent shall be given twenty vacation days with pay annually. The superintendent shall notify the board of education of vacation plans (if more than two consecutive days are planned). The superintendent's available vacation time shall not be more than 30 days as of September 1.

B. Administrators / Supervisors:

Twelve-month administrators and supervisors shall be given 20 vacation days with pay annually. Vacation plans should be submitted to the superintendent for approval. The available vacation time of the administrator/supervisor should not be more than 30 days as of September 1.

Utilization of vacation time should be scheduled within the current school year. If unforeseen circumstances preclude the scheduling of vacation time during the current school year, the superintendent, administrators and supervisors may bank 10 vacation days.

If the number of days available exceeds the limit, the additional day(s) will be forfeited as of August 31 of the new school year for all personnel under this policy, unless granted special approval by the board of education.

C. Non-Instructional Personnel:

All non-instructional twelve-month employees not represented by Harrison Township Education Association (HTEA) will be entitled to vacation time consistent with the HTEA negotiated contract for support staff. Vacation plans should be submitted to the superintendent for approval.

Utilization of vacation time should be scheduled within the current school year. If unforeseen circumstances preclude the scheduling of vacation time during the current school year, non-instructional/non-represented personnel may bank or may be paid for up to 10 vacation days. At no time shall non-instructional personnel have more than 10 days above the allotted vacation time available to them.

Adopted: June 14, 1983
Revised: November 28, 1989, April 23, 1996, April 30, 1997, May 24, 2005
NJSBA Review/Update: July 2013
Readopted: October 27, 2014

Key Words

Vacation, Vacation Time,

Legal Reference: N.J.S.A. 18A:30-7 Power of boards of education to pay salaries

Possible

Cross References: *4115 Supervision
*4116 Evaluation

VACATION (continued)

*4151/4251	Attendance
*4151.1/4251.1	Personal illness and injury/health and hardship
*4115	Supervision
*4116	Evaluation

*Indicates policy is included in the Critical Policy Reference Manual.