

### 3433 VACATIONS

An employee who is entitled to vacation shall receive his/her allotment on July 1 of the fiscal year following the first year of employment. Vacation days will be prorated for employees who begin employment after July 1.

Example:

12 month administrator  
Entitlement: 20 days vacation  
Date started: September 1

$20 \text{ days} \times .83 = 16.67 \text{ days or } 17 \text{ days}$   
(.5 or higher, next full day; .49 or below, previous full day)

Employees who leave before using vacation allotment, will be paid on the same formula.

Employees are to use vacation allotments during the fiscal year with approval of their immediate supervisor and the Superintendent of Schools.

Employees who do not use all of their days, may opt for one of the following:

- Option 1: Carry over a maximum of five days into the fiscal year. (Approval of Superintendent needed.)
- Option 2: Cash-in days at daily rate. (Maximum of five days.)

\*An employee may choose only one of the above.

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

Adopted: 03 March 2010

