

## SUPPORT STAFF VACATIONS AND HOLIDAYS

### 4434 SUPPORT STAFF VACATIONS AND HOLIDAYS

#### Vacations

1. Ten-month employees shall not be entitled to any of the vacation benefits described in this policy. The benefits described herein apply only to full-time twelve-month staff.
2. After employment of one-full year, full-time twelve-month support staff members shall be entitled to vacation leave totaling two calendar weeks.

After ___ Full Years Employment	All twelve-month Support Staff
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	15
11	15
12	15
13	15
14	15
15	20
16	20
17	20
18	20
19	20
20	20
20+	20

3. Twelve-month support staff hired after July 1 or whose services terminate prior to June 30 of a given school year, are entitled to same vacation on a prorated basis as shown on the chart below:



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When employed for:		Percentage of vacation entitlement granted
At least	But less than	
47 weeks	52 weeks	90
42 weeks	47 weeks	80
37 weeks	42 weeks	70
32 weeks	37 weeks	60
26 weeks	32 weeks	50
21 weeks	26 weeks	40
16 weeks	21 weeks	30
11 weeks	16 weeks	20

- a. For example, if an employee served only thirty-five weeks in a given school year and that employee would have been entitled to ten days' vacation if the person worked an entire year, that person can be granted six (60% x 10 days) vacation for that year. Normal rules of rounding shall apply to all calculations.
  - b. No vacation leave shall be granted to a person who serves less than eleven weeks during a school year **unless negotiated with the Superintendent upon initial hire.**
  - c. Employees whose services terminate shortly after the close of the school year (June 30) shall be entitled to vacation leave earned during the prior school year or an equivalent in salary. The same would apply to a person leaving a full-year position to take a ten-month position within the district.
4. The Board reserves the rights to close the plant(s) for a two week period during which all vacation leave must be taken. When employees have not earned or do not have sufficient vacation leave to cover the closing period, the uncovered time shall be without pay. When the plant does not close, no employee shall be required to take a vacation without pay.
  5. Employees who have not earned a full vacation period may take additional time without pay upon prior request and approval of the Superintendent.
  6. If the Superintendent or the Board of Education require(s) a support staff member to work during a planned vacation period, the Superintendent



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may ask the Board of Education to adopt a resolution to permit that staff member to carry only those days into the next school year to be used during that calendar year. If the days cannot be used during that school year, the Superintendent may ask the Board of Education to adopt a resolution to pay that employee for any of those days which remain and removed them from the record. Such payment will be at a per diem rate equal to 1/240th of that employee's base salary **for maintenance employees and 1/220<sup>th</sup> for 12-month employees** (excluding the service increment for which payment already had been received) earned during the school year the vacation days were awarded. Only in very unusual circumstances will these resolutions be approved by the Board.

7. Vacation privileges shall not be affected by extended absence which is covered by approved accumulated sick leave. When absence exceeds accumulated sick leave that absence shall not be considered time on the job and vacation shall not be earned during that period. The chart shown in 3. of this policy shall be used to determine the vacation leave earned during that school year.
8. Vacation periods may not exceed two weeks at any one time except where special requests have been submitted and approved in advance by the Superintendent. Support staff employees, with the exception of maintenance and custodial staff, must use all but one week (5 days) of vacation time during the summer. Maintenance and custodial staff may request to take more than 5 days of vacation time during the school year. ~~In order to do so, maintenance and custodial staff must submit a tentative vacation schedule as of May 31<sup>st</sup> of the preceding year to their immediate supervisor for approval.~~ All vacation requests are subject to approval by the **Supervisor, Building Principal,** and Superintendent.

### Holidays

Because of varying circumstances and salary determinations, holiday entitlement will vary for groups of employees as shown in this section.

1. Office Staff (twelve month)
  - a. Full-year office staff employees shall be entitled to the same holidays assigned to the professional staff.



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- b. Emergency school closing days shall be considered holidays for the full-time office staff. The Board recognizes that such days cannot be made-up.
  - c. Any full-time office staff member required to work on a holiday or weekend shall be paid at time and one-half of their hourly rate, unless the time is being made up due to an absence or tardiness, in which case no additional salary shall accrue. The hourly rate shall be calculated by dividing the person's annual base salary by **1,740 hours** the number of hours worked per year (240 days X 7.25 hours/day **for maintenance workers; 220 days X 7.25 hours/day for building employees; 220 X 7.0 hours/day for central office employees** ).
2. Ten-Month Office Staff
    - a. They shall work September 1 to June 30.
    - b. During the period employed, they shall be entitled to the same holidays granted to the professional staff.
    - c. They shall not report to work on emergency closing days.
  3. Cafeteria Staff and Cafeteria Aides
    - a. Cafeteria staff and cafeteria aides shall work all days that school is open and pupils require lunch, plus one day in the beginning of the school year and one day at the end of the school year.
  4. Library and Audio-visual Technicians
    - a. Same as ten-month office staff.
  5. Technology Staff
    - a. Same as twelve month office staff.
  6. Instructional Aides and One-on-One Aides Staff
    - a. Instructional Aides and one-on-one aides shall work all days that teachers are required to work.



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7. Custodial and Maintenance Staff

a. Holidays for custodial and maintenance staff shall be as follows:

- Independence Day – July 4
- Labor Day
- Columbus Day (when school is closed and/or professional staff members are not in session)
- Veteran's Day (when school is closed and/or professional staff members are not in session)
- Thanksgiving Day (Thursday and Friday)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Day (January 1)
- Martin Luther King Day (the day school is closed in celebration)
- Presidents Day (when school is closed and/or professional staff members are not in session)
- Good Friday
- Memorial Day

If Christmas and New Year's Day occur on Saturdays the days off for custodial/maintenance employees shall be scheduled for the preceding Fridays. If the two holidays occur on Sunday, the time off shall be scheduled for the following Monday. When Christmas Eve falls on a Saturday and the preceding Friday is a scheduled school day, the day off for custodial/maintenance shall be scheduled for Tuesday, December 27 for that year only. When Christmas Eve falls on a Sunday and the preceding Friday is a



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scheduled school day, the day off for custodial/maintenance employees shall be scheduled for Tuesday, December 26 for that year only.

- b. If school is scheduled for any of the holidays listed in the previous section, members of the custodial/maintenance staff shall be required to work on those days. Upon approval of the Principal, a compensatory day is to be scheduled on a day school is not in session.
- c. Any full-time twelve-month custodial/maintenance personnel required to work on a school closing holiday listed above, shall be paid at time plus one-half of their regular hourly rate. The regular hourly rate shall be calculated by dividing the person's current annual base salary by 240, and then dividing that number by the number of hours worked per day.

N.J.S.A. 36:1-1

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**1<sup>st</sup> Reading: 25 August 2016**

