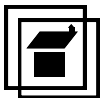


3433 VACATIONS

Twelve month personnel shall be hereinafter defined as those personnel whose annual contract of employment extends from July 1 of each year to June 30 of the succeeding calendar year and whose work year may or may not otherwise governed by employment agreements which address these issues. The following, by specific definition, shall be included in this group:

- Superintendent
- Director of Curriculum and Instruction and Assessment
- Director of Special Services
- School Business Administrator/Board Secretary
- Principals
- Vice-Principals
- Director of Guidance
- Secretarial and Clerical Personnel
- Confidential Secretaries
- Custodial/Maintenance Personnel
- Technology Personnel

1. Twelve month personnel shall work all week days during said period exclusive of those holidays designated by the “Calendar for Twelve Month Personnel”, their contract and exclusive of accrued annual vacation.
2. Twelve month employees who start their employment during the course of the year are not entitled to any vacation days during the school year in which they begin their employment and may accrue annual vacation days in accordance with their employment contract on a prorated basis. They may, however with the permission of the Superintendent borrow against earned vacation time.
3. Accrued vacation days shall be taken during the immediate succeeding work year or entitlement is lost unless otherwise stipulated by the contract. Such days may be taken at times as are mutually agreeable between the employee and the immediate supervisor, with due consideration given to the demands of the job and to adequate coverage in the school or department to which the employee is assigned.
4. Unused vacation days are not cumulative unless otherwise stipulated in an employment contract.
5. At least ten days shall be taken between July 1 and August 21 except as otherwise agreed to between the employee and his/her supervisor.



POLICY

WEST ESSEX REGIONAL SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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Vacations

6. Once an employee gives the contractually required sixty days notice of his/her intention to terminate employment to the Superintendent, the employee shall take no less than fifty percent of his/her accumulated vacation days prior to his/her termination date and be paid for the remaining days on a pro rata basis. At the option of the Board of Education, the employee may be granted all accumulated vacation days earned prior to his/her termination date or be paid for these days on a pro rata basis following termination.

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

Adopted: 9 February 2009

