

## **DELANCO TOWNSHIP BOARD OF EDUCATION**

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Vacations

### **VACATIONS**

It is the policy of the Board of Education that the Superintendent, school Business Official and Principals shall be entitled to twenty (20) days of paid vacation, effective at the completion of the first twelve-month contract period, and thereafter. If a new employee begins working during the course of the contract year, he or she shall accrue paid vacation time on a prorated basis for the actual months worked (e.g.: contract runs January 1 through June 30, or 6/12; vacation time is  $6/12 \times 20$  or 10 days).

In the event that all available vacation days are not utilized before the end of a fiscal year (June 30), the administrator may have a maximum of five (5) of these days carried over to the following fiscal year, increasing his or her available vacation days to a maximum of 25. However, at no time will available vacation days be allowed to accumulate to more than 25 in a single fiscal year. Use of these carryover vacation days is subject to the same conditions and limitations as the regularly allocated vacation days.

Administrators are encouraged to utilize their vacation time during the period in which students are not in attendance, from the close of school in June until the opening in September. However, an administrator may utilize up to five days accumulated vacation time during the school year as long as he or she receives the approval of the Superintendent and the absence does not conflict with the normal operation of the school. Exceptions to the usage of accrued vacation time may be granted by the Superintendent, at his or her discretion, in extenuating circumstances.

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

Adopted: June 26, 1985

Revised: September 10, 1986; May 11, 1988; June 14, 1989; Sept. 9, 1998