

# DELANCO TOWNSHIP BOARD OF EDUCATION

## SUPPORT STAFF MEMBERS

4433 /Page 1

### Vacations

#### VACATIONS

The Board of Education has adopted the following policy on vacation for the benefit of those persons holding the positions of ;

- Superintendent's Secretary
- Custodial/Maintenance Supervisor
- Administrative Assistant

For each full month of employment during a contract year, one day of paid vacation shall be accumulated up to a maximum of ten (10) days. At the completion of the fourth (4th) full year contract, the employee will be entitled to fifteen (15) days. Starting with the completion of the sixteenth (16th) year, one day will be added for each full year of service, until a maximum of twenty (20) has been reached. A full year contract is one which extends from July 1 of one year to the succeeding June 30.

In the event that all available vacation days are not utilized before the end of a fiscal year (June 30), the employee 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 carry-over vacation days is subject to the same conditions and limitations as the regularly allocated vacation days.

Employees 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 opening in September. However, an employee 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.

Only continuous service in the Delanco School District will apply toward vacation calculation. All vacation requests must be submitted in advance to the superintendent and must have his or her approval before being honored for payment.

Adopted: June 26, 1985

Revised: September 10, 1986; June 14, 1989; September 9, 1998;

August 13, 2003