

# POLICY

BOARD OF EDUCATION  
MORRIS-UNION  
JOINTURE COMMISSION

## SUPPORT STAFF MEMBERS

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Vacations

### 4433 VACATIONS

The Board of Education believes that it is beneficial to the Jointure Commission that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Twelve-month employees shall be entitled to the following vacation time:

Service Completed by July 1	Vacation
Less than 1 year	.83 days for each month of completed services up to a maximum of 10 days
1 through 4 years	10 days
5 through 9 years	15 days
10 or more years	20 days

Vacation time shall be taken subject to the approval of the immediate supervisor and the Superintendent. All vacation should be completed during the months of July and August. However, in the event an employee requests and is granted approval to take vacation during time other than July and August, no additional expense will be borne by the board as a result of such vacation scheduling.

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

Adopted: 7 September 1989  
Revised: 5 December 1996

