

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 4152**

**VACATIONS-CERTIFICATED ADMINISTRATORS**

Unless negotiated to be different by a specific employee bargaining unit:

1. All twelve month certificated administrators, from director's level up (e.g., district director of special education, etc.), are entitled to twenty (20) days of vacation per contract year, to be taken during the subsequent contract year and to be non-cumulative, except as stated in paragraph 4 below. All twelve month administrators during their first year of employment may take a maximum of five (5) vacation days but not to be taken until they have accrued the days during the year. Vacation days are accrued at a rate of 1.67 vacation days per month of service. If the five (5) days are taken as vacation in the first year, the employee has a balance of fifteen (15) days to be taken during the second year of employment (7/1-6/30). The employee is not eligible to take days accrued in the second year until the third of year of employment.
2. Scheduling of vacations shall be approved by the immediate supervisor.
3. In the event the workload prevents a member of Superintendent's Council from taking his/her duly accrued vacation days within the designated time frame (by July 15) he/she may petition the Superintendent for approval to be paid at the per diem rate for up to five (5) unused vacation days. [In the case of the Superintendent, such request shall be made to the Board of Education President.]
4. All twelve (12) month administrators, may carry over five (5) accrued vacation days into the next school year that must be used in that next school year.

Formerly Policy GBRK

Adopted: 8/21/67

Amended: 4/15/68; 6/8/70; 10/20/75; 7/17/78; 10/20/80; 2/27/84, 11/21/88; 5/18/92;  
11/21/94; 9/26/02, 2/25/03