

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 4252

**VACATIONS – NON-CERTIFICATED
(12 MONTH EMPLOYEES)**

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

1. All other non-certificated twelve month personnel are entitled to annual vacation, on a non-cumulative basis. During the first year of employment, a maximum of five (5) vacation days may be used but not taken until they have accrued the days pursuant to the schedule below. If vacation days are taken prior to the completion of the first year, the number of days taken is deducted from the allotment permitted after completing six months to one year of employment (e.g. 5 days accrued, 3 vacation days taken, prior to completing first year – 7 vacation days remain until the completion of the second year of employment).

Less than six months	½ day per month of service
Six months to five years completed	2 weeks (10 days)
Five years or more completed	3 weeks (15 days)
Ten years or more completed	4 weeks (20 days)

Prior service as a ten-month employee shall receive credit for ten-twelfths (10/12) of each year served.

2. Scheduling of vacations shall be approved by the immediate supervisor.
3. Non-affiliated non-certificated supervisors, and other non-affiliated, non-certificated staff may carry over five (5) accrued vacation days into the next school year.
4. Any non-certificated, non-affiliated employee hired prior to the effective date of this policy as noted in the adoption date below is grandfathered in reference to any changes in previously accrued vacation unless it does not benefit the employee. These exceptions warrant written supervisory approval and that approval is to be forwarded to the Human Resource Manager.

Employees hired prior to February 25, 2003, please see old policy 4152/4252: Vacations adopted 4/23/02 on reverse side

Formerly part of Policy GBRK Adopted: 8/21/67

Adopted: 2/25/03