


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Vacation Leave
	Policy Reference No:	5-17
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C) § 36-21
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

Vacation Leave is offered to full-time and part-time Township employees in accordance with Code or applicable collective negotiation's agreement or employment agreement. Generally, vacation time is based on length of service and employment status.

All vacation requests must be submitted to your supervisor who in turn, must obtain the Township Manager's approval before approving any employees' requested time off. While we try to accommodate all requests for vacation at the times requested, Township business demands must come first. Therefore, do not assume your vacation request has or will be approved. Your Supervisor will notify you whether your request has been approved. Supervisors are required to document all approved and denied vacation requests.

General vacation allowance

All full-time employees shall be granted vacation leave, each calendar year.

- (1) Employees hired full-time in an unrepresented position prior to December 1, 2015 shall receive twenty-seven (27) vacation days annually.
- (2) Employees hired full-time in a represented position prior to December 1, 2015 who are promoted to an unrepresented position after December 1, 2015 shall continue to receive the vacation days allotted to them as a represented employee to a maximum of twenty-five (25) days.
- (3) Employees hired full-time by the Township on or after December 1, 2015 in an unrepresented position shall follow the following schedule:
 - a. New employees shall only receive one working day for the initial month of employment if they begin work on the first through the 8th day of the calendar month, and one-half working day if they begin on the 9th through the 23rd day of the month.
 - b. After the initial month of employment and up to the end of the first calendar year, employees shall receive one working day for each month of service.
 - c. Thereafter, they shall receive fifteen vacation days for the first full calendar year and an additional one (1) vacation day for each successive year of employment to a maximum of twenty-five (25) days.

Policy Title:	Vacation Leave
Policy Reference No:	5-17
Release Date:	16-December-2020
Page	2 of 2

- (4) All days are calculated at 35 hours. Part-time employees time shall be pro-rated based off the number of hours worked per week.

General condition applicable to vacation leaves. The following general conditions shall apply to vacation leaves:

- (1) Accumulation of vacation leave beyond that earned in a twelve-month period shall be permitted only with the consent of the department head and written approval of the Township Manager.
- (2) Under no conditions, however, shall an employee be permitted to accumulate more than two years' of accrued vacation leave.
- (3) Accrued vacation leave for employees with greater than one year of service shall be compensated when the employee becomes separated, either voluntarily or involuntarily, from the Township service unless the employee terminates service without giving two weeks' notice to his/her department head or Township Manager, as applicable.
- (4) Any employee who is laid off, retires or separates from the service of the Township for any reason, shall be compensated in time for the value of his/her accumulated and unused vacation time on a prorated monthly basis standing to his/her credit at the time of his separation from service. In case of an employee's death in service, monetary payment shall be made to his/her beneficiaries or estate.
- (5) Time on paid sick leave and all other time paid for but not actually working shall be considered as days worked for the purposes of computing vacation eligibility and accrual. Such time (non-productive) shall count toward weekly overtime calculations.
- (6) Any official holiday occurring during an employee's vacation leave period shall not be counted as a day of vacation leave, but shall entitle the employee to a substitute day of vacation leave.