

**Policy**

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VACATIONS AND HOLIDAYS

The Mount Laurel Township School District Board of Education believes that it is beneficial to the district that personnel employed to work twelve months a year be given periodic relief from the responsibilities of their jobs without loss of compensation.

Vacations

The board reserves the right to specify the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement. Vacation time will be granted as follows:

A. Entitlement

Employment for one year or more shall carry an entitlement of the number of working days in July of the school year in which the vacation is to be taken (excluding July 4).

Vacation days for employment for less than one year shall be determined by prorating each month of employment to a maximum of the days for the month of July.

B. Application

Eligible employees must apply for vacations to the chief school administrator at least eight weeks in advance of the desired starting date. Special consideration shall be given to emergencies. All applications are subject to final approval by the chief school administrator.

C. Time of Vacation

Vacation earned by service in any one contract year must be taken within one year of the time earned. If there are emergency or extenuating circumstances, vacations may be carried over to the next following year upon application to the chief school administrator, and, with his recommendation, to the board for consideration and action.

Eligible employees are encouraged to take their vacations during the months of July and August; otherwise vacations will be granted by the chief school administrator only at time of year when they will not interfere with the normal operation of the schools.

Accrued vacation may be paid to the estate of a deceased employee or to a retiring employee.

D. Termination

Employees terminating prior to the completion of a full school year shall receive vacation prorated for each month of employment to a maximum of the days allowed for the month of July.

Holidays

The holidays listed below shall apply to twelve-month professional staff not otherwise covered by a negotiated agreement. The professional staff members of the Mount Laurel schools shall observe the following holidays during the year:

VACATION (continued)

- A. New Year's Day;
- B. Any February holiday when school is closed for students and teachers;
- C. Good Friday;
- D. Easter Monday;
- E. Memorial Day;
- F. July Fourth;
- G. Labor Day;
- H. Thanksgiving Day and the day after Thanksgiving;
- I. Christmas Eve;
- J. Christmas Day;
- K. New Year's Eve; and
- L. Any other legal holiday when school is closed for students and teachers.

The board shall approve the annual holidays as part of the school calendar. Scheduled holidays that fall on weekend days may be rescheduled during the school week if time is available in the school schedule. In the event of excessive school closings due to weather or other emergency situations, the board may cancel scheduled holiday leave to compensate for time lost and prevent the extension of the school year.

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 Revised: November 28, 1989, April 23, 1996, April 30, 1997, May 24, 2005  
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 Readopted: January 28, 2014

Key Words

Vacation, Vacation Time,

**Legal Reference:** N.J.S.A. 18A:30-7 Power of boards of education to pay salaries

**Possible**

**Cross References:** \*4115 Supervision  
 \*4116 Evaluation  
 4150 Leaves  
 \*4151/4251 Attendance  
 \*4151.1/4251.1 Personal illness and injury/health and hardship  
 4151.6 Religious observance  
 \*4115 Supervision  
 \*4116 Evaluation

\*Indicates policy is included in the Critical Policy Reference Manual.