

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**POLICY: VACATION AND HOLIDAYS FOR CHIEF SCHOOL ADMINISTRATOR, DEPUTY SUPERINTENDENT, DIRECTOR OF CURRICULUM AND INSTRUCTION, DIRECTOR OF SPECIAL SERVICES, DIRECTOR OF TECHNOLOGY AND SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

Because of the unique leadership function of the administrative personnel and their responsibility for educational programs and school buildings, which must operate on the time sequence of a school year, the Board of Education has approved the following policy:

1. Vacation time may be taken while school is in session with the expressed written consent of the Chief School Administrator.
2. The administrator shall have Independence Day, Labor Day, and all other legal holidays observed during the pupils' school calendar as paid holidays.
3. The administrator shall not be required to be on duty on all authorized general shutdown days during the school calendar when the central administrative offices are closed (all secretarial/clerical personnel not on duty). On partial shutdown days during the school calendar when fifty percent (50%) of the secretarial/clerical staff is on duty, the administrator shall likewise be on duty fifty percent (50%) of these days.
4. In addition to Numbers 2 and 3 above, each administrator covered in this policy shall have twenty-two (22) working days of vacation available each year. This shall be calculated from each individuals' date of appointment to the next following June 30. Thereafter, each June 30 shall be considered each individual's vacation anniversary.
5. Vacation days shall be earned at the rate of twenty-two twelfths (22/12th) for each month of service. Vacation days may be taken during any month in which they are earned, but not taken in advance of being earned without the expressed written consent of the Chief School Administrator.
6. Unused shutdown or vacation days shall be carried over for payment purposes according to the past practice of the district. Central office administrators hired after the effective date of this policy shall be subject to new vacation guidelines to be adopted by the Board at that time.
7. At the conclusion of an administrator's employment, the administrator shall be paid for the appropriate number of unused shutdown or vacation days at the individual's then current daily salary rate.
8. Any exception to this policy will be made only with the expressed written consent of the Board of Education. Administrators who request exceptions to this policy for any purpose should apply in writing so that the Board of Education may render their decision.

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9. The Chief School Administrator shall apprise the Board President in writing, and on a periodic basis, of the Chief School Administrator vacation status and vacation plans.
  
10. For purposes of planning, each administrator shall submit to the Chief School Administrator by May 1 his/her tentative vacation plans for the next succeeding fiscal year (July 1 to June 30).

Adopted: December 19, 1977

Revised: January 27, 1992

Revised: November 24, 1997