



## New Jersey Schools Insurance Group

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**Board of Trustees Meeting of March 28, 2018**

**Action Item**

**First Policy Reading**

**Policy 6131**

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**Recommended Resolution:** Approve the Policies 6131 as a first reading.

*William Mayo*

William Mayo, CPCU, ARM  
Executive Director

# NJSIG Policies

Adopted: 01/87

Index #: 6131

Amended: 10/93, 01/01, 03/02, 12/08, 04/09, 06/12

Page 1 of 2

Reviewed: 03/12, **03/18**

## VACATION

Full-time staff are granted vacation days on a calendar year basis in accordance with the following schedule:

<del>Employees in Positions below Grade 13</del> <b><u>Non-Exempt Employees</u></b>		<del>Employees in Positions at Grade 13 or above</del> <b><u>Exempt Employees</u></b>	
Calendar Years	Days Vacation	Calendar Years	Days Vacation
1st	10 (pro rated)	1st	15 (pro rated)
2nd	11	2nd	16
3rd	12	3rd	17
4th	13	4th	18
5th	14	5th	19
6th – 9th	15	6th	20
10th -15th	20	7 <sup>th</sup>	21
16th	21	8th	22
17th	22	9 <sup>th</sup>	23
18th	23	10th	24
19th	24	11th and over	25
20th and over	25		

**Managers shall be granted 25 vacation days.**

In the first calendar year of employment, vacation days are granted on pro rata basis based on full calendar months of employment and may only be taken after being granted.

After the end of the first year of employment, vacation continues to be granted on a monthly pro rata basis ~~pursuant the schedule set forth above~~, but in anticipation of continued employment, the annual allotment of vacation may be scheduled and taken during the calendar year prior to actually being granted, subject to management approval.

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Page 2 of 2

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## VACATION

Vacation time should be scheduled in advance~~d~~ and approved before it is taken. Up to a maximum of 5 days may be carried over into the next calendar year. Any carry over days must be used within 180 days of the end of the vacation year **from which they were carried** or be forfeited. Vacation time over 5 days may not be carried over to a future vacation year without **written approval by the** Executive Director ~~approval~~. Time not taken is forfeited.

No employee shall accrue more than 25 vacation days.

Vacation shall not accrue during any period of unpaid leave of absence.

In the event of termination, an employee shall be paid for unused accrued current year vacation.