

County of Cumberland Board of Commissioners	Policy Number: 2.03	Pages: 1 of 2
Chapter: Employee Benefits		Effective Date: October 24, 2023 Supersedes policy dated 5/24/2007
Subject: Vacation Leave		

I. POLICY:

Cumberland County Government shall provide vacation leave for its full and eligible part-time employees.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. Full-time County employees shall receive paid vacation leave in accordance with the applicable collective bargaining agreement and N.J.A.C. Title 4A:6-1.2 regulations. Part-time employees who work a constant percentage of a full work week shall receive vacation leave on a proportionate basis. Part time as needed and temporary employees are not eligible for vacation pay.
- B. In accordance with (A) above, Department Heads shall base approval of vacation requests on:
 - 1. Management's responsibility to maintain efficient operations.
 - 2. An employee's seniority as it relates to another employee's vacation request. Employees with the greatest seniority shall be given preference in vacation scheduling.
- C. Vacation requests shall not be granted for periods of time less than one-half (1/2) day.
- D. Unearned vacation shall not be used in lieu of sick time.
- E. An employee may carry over up to five (5) unused vacation leave days from one year to the next without departmental permission. The ability to carryover vacation days beyond 5 days with approval from the County Administrator or designee shall be reduced from 12 to 10 in 2007, from 10 to 7 in 2008 and from 7 to 0 in 2009. Beginning January 1, 2009, there will be no allowance of vacation carryover beyond 5 days.

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F. Employees on an unpaid leave of absence (other than military leave and leave for a work-related injury) or suspension shall not accrue vacation during leave and shall have their entitlement prorated subject to the applicable collective bargaining agreement. Employees are liable for vacation days taken in excess of their prorated and accumulated entitlements.

G. When an employee separates from the County, they shall be paid at the present rate of pay for all unused vacation time earned in the year of separation plus any carried over under III(E) hereof. Vacation leave may not be scheduled adjacent to an employee's last scheduled workday.

H. Employees are responsible to:

1. Monitor and track available time. Employees without vacation time available may have prior approvals rescinded or become subject to corrective action.
2. Request vacation leave in accordance with applicable collective bargaining agreements, if applicable.
3. Complete form #VL-1 (Request for Vacation Leave).
4. Receive a copy of their request after acted upon.