

County of Gloucester
Human Resources Manual

CHAPTER:	6 – LEAVE TIME	ADOPTED: 3/7/06
SECTION:	3 – VACATION	REVISED: 5/22/24

Title 4A:6-1.1(a) specifies the rules governing minimum vacation leave for local government employees. Part-time employees are entitled to proportionate amounts of paid vacation leave unless they work on average less than 10 hours per week and are provisional or temporary (4A:6-1.2(d)). Furthermore, annual vacation leave is determined in accordance with the appropriate negotiated contracts.

Vacation requests will not be unreasonably denied. However, proper staffing of departments and County facilities as well as operational needs of the County must take precedence over all other considerations in scheduling vacations.

Vacation leave will be scheduled in accordance with the appropriate negotiated contract. Preference in vacation scheduling is given to those requests which are submitted first; provided, however, that if two or more requests are received simultaneously, seniority will prevail.

Vacation leave not taken during the calendar year because of the pressure of official business shall be used during the next succeeding year only and shall be scheduled to avoid losing the leave in accordance with CSC rules.

Any employee who exhausts all of his/her vacation leave in any one year shall not be credited with any additional paid vacation leave until the beginning of the next calendar year.

The total number of unused vacation time that may be carried over to the next calendar year is determined in accordance with negotiated contracts. However, at no time shall an employee be allowed to carry over into the next year more leave time than they accrued in that year.

Accrued, unused vacation leave shall be paid to the estate of a deceased employee.

If employment terminates prior to the end of the calendar year, an adjustment will be made in the employee's final paycheck for any vacation leave which has been used, but not yet earned.

Other provisions which may affect vacation procedures may be found in the appropriate negotiated agreements.

Employee:

Requests vacation from the Department Head/designee.

Submits a written request to change vacation leave to sick leave to the Department Head in the event the employee was hospitalized for an injury or illness for two or more days while on vacation leave. Proof of hospitalization should accompany such a request.

Department Head/designee:

Will honor vacation requests if at all possible with the understanding that proper staffing of department units and County operational needs take precedence over all other considerations in scheduling vacations.

Recommends to Human Resources Director approval/disapproval of employees' requests to change vacation leave to sick leave in the event the employee was hospitalized for an injury or illness for two or more days while on vacation leave. Medical documentation will be required from employees for this request.

Human Resources:

Issues decision of approval/disapproval of employees' requests to change vacation leave to sick leave in the case of a serious illness or accident.