

3420 BENEFITS

The Board of Trustees will establish benefits for teaching staff members not covered by the terms of a negotiated agreement.

A. Twelve-Month Full-Time Employees

Twelve-month full-time employees include all employees who work 35 hours per week.

Twelve-month full-time employees shall receive the following benefits:

- **Vacation:** Twelve-month full-time employees are entitled to 10 days of paid vacation in years one through 5 of their employment and fifteen days in year 6 and beyond, in addition to all other official school holidays. Employees hired prior to the 2015-2016 school year will retain their current annual allotment of 15 days.

Vacation is to be taken in August when the school building is closed. The building closing dates will be announced in a timely manner by the Head of School. Other vacation entitlement beyond the two weeks in August is to be mutually agreed upon by the employee and his/her supervisor.

There is no carryover of unused vacation time. **There is no reimbursement for unused vacation time.**

If an individual is hired after July 1, his/her vacation time will be prorated based on the number of months employed in his/her first year, and beginning in July 1 of the subsequent year, the employee will be granted the full allotment.

Personal Days: Each twelve-month full-time employee is entitled to 3 personal days per year. Personal days do not carry over from year to year if unused. There is no reimbursement for unused personal time. If an employee is hired after January 15, he/she will be granted one personal day to be used by June 30 of that year, and in beginning July 1 of the subsequent year, the employee will be granted the full allotment.

Sick Days: Each full-time twelve month employee shall be allowed sick days per school year. Sick days may not be used for vacation or personal days. In accordance with N.J.S.A. 18A:30-3, sick days not utilized in the



year given shall be accumulated to be used for additional sick days in subsequent school years. The Maximum number of sick days that may be accumulated is sixty (60). There will be no reimbursement for unused sick leave ~~under any circumstances~~. After an absence of ~~five~~ 3 consecutive sick days, the employee shall provide a physician's certificate upon return to work to receive sick day pay. If an individual is hired after July 1, his/her sick time will be prorated based on the number of months employed in his/her first year, and beginning in July 1 of the subsequent year, the employee will be granted the full allotment

- Bereavement: Twelve-month full-time employees are allowed 3 days paid leave for bereavement for an immediate family member to include: mother, father, sister, brother, spouse, domestic partner, child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, and grandfather.
- Holidays: In addition to the holidays school is closed during the school year, the twelve-month full-time employees shall receive a paid holiday for July 4th, if July 4th is a weekday, and for Labor Day.
- Medical Insurance: All twelve-month full-time (35 or more hours per week) employees will be offered family medical insurance. These employees will contribute to the premiums in accordance with State law.
- Pension: Link Community Charter School will comply with all New Jersey pension regulations for charter schools.

B. Ten-Month Full-Time Employees

Ten-month full-time employees include all employees who work thirty-five (35) or more hours per week. Ten-month full-time employees shall include teachers, school social worker, school nurse, Director of Admissions and High School Placement, and teacher mentor.

Ten-month full-time employees shall receive the following benefits:

Personal Days: Each ten-month full-time employee is entitled to 2 personal days per year. Personal days do not carry over from year to year if unused. There is no reimbursement for unused personal time. If an employee is hired after January 15, he/she will be granted one personal



day to be used by June 30 of that year, and in beginning July 1 of the subsequent year, the employee will be granted the full allotment.

Sick Days: Each full-time ten-month employee shall be allowed 10 sick days per school year. Sick days may not be used for vacation or personal days. In accordance with N.J.S.A. 18A:30-3, sick days not utilized in the year given shall be accumulated to be used for additional sick days in subsequent school years. The maximum number of sick days that may be accumulated is sixty (60). There will be no reimbursement for unused sick leave under any circumstances. After an absence of ~~five~~ 3 consecutive sick days, the employee shall provide a physician's certificate upon return to work to receive sick day pay. If an individual is hired after July 1, his/her sick time will be prorated based on the number of months employed in his/her first year, and beginning in July 1 of the subsequent year, the employee will be granted the full allotment

- **Bereavement:** Ten-month full-time employees are allowed 3 days paid leave for bereavement for an immediate family member to include: mother, father, sister, brother, spouse, domestic partner, child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, and grandfather.
- **Medical Insurance:** All ten-month full-time (thirty-five (35) or more hours per week) employees will be offered family medical insurance. These employees will contribute to the premiums in accordance with State law.
- **Pension:** Link Community Charter School will comply with all New Jersey pension regulations for charter schools.

C. Ten-Month Part-Time Employees

Ten-month part-time employees shall include all employees who work 34 hours or fewer per week.

Ten-month part-time employees shall receive the following benefits:

Personal Days: Each ten-month part-time employee is entitled to 2 personal days per year. Personal days do not carry over from year to year if unused. There will be no reimbursement for unused personal days. If an employee is hired after January 15, he/she will be granted one personal



day to be used by June 30 of that year, and in beginning July 1 of the subsequent year, the employee will be granted the full allotment.

- Sick Days: Each part-time ten-month employee shall be allowed 7 sick days per school year. Sick days may not be used for vacation or personal days. In accordance with N.J.S.A. 18A:30-3, sick days not utilized in the year given shall be accumulated to be used for additional sick days in subsequent school years. The maximum number of sick days that may be accumulated is sixty (60). There will be no reimbursement for unused sick leave under any circumstances. After an absence of five consecutive sick days, the employee shall provide a physician's certificate upon return to work to receive sick day pay. If an individual is hired after July 1, his/her sick time will be prorated based on the number of months employed in his/her first year, and beginning in July 1 of the subsequent year, the employee will be granted the full allotment
- Bereavement: Ten-month part-time employees are allowed 3 days paid leave for bereavement for an immediate family member to include: mother, father, sister, brother, spouse, domestic partner, child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, and grandfather.
- Medical Insurance: All ten-month part-time (twenty-nine (29) or less hours per week) employees will not be entitled to medical insurance.
- Pension: Link Community Charter School will comply with all New Jersey pension regulations for charter schools.

D. Personal Day/Vacation Time Request

All staff are required to submit a request for a personal day at least forty-eight hours in advance whenever possible otherwise the absence will be considered unexcused, unpaid leave. **If 48 hours cannot be provided, the employee must submit a full explanation which should accompany the request for the personal day to be considered.** All requests for vacation time (from those eligible) should be submitted two weeks prior to the date requested for vacation.

E. Days Immediately Before or After Long Weekends and School Breaks/Holidays



POLICY

Instructional Program Staff generally may not be absent on the days immediately before or after a long weekend, school break, or holiday. A request for a paid personal day under these circumstances may be considered for special circumstances.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.; 18A:27-4

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