

ORDINANCE 2017-04

**AN ORDINANCE OF THE BOROUGH OF BAY HEAD,
COUNTY OF OCEAN, STATE OF NEW JERSEY
AMENDING AND SUPPLEMENTING THE BOROUGH
CODE OF THE BOROUGH OF BAY HEAD, SO AS TO
AMEND CHAPTER 46 ENTITLED “PERSONNEL
POLICIES”**

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Bay Head, County of Ocean, and State of New Jersey, as follows:

SECTION 1. Chapter 46, entitled “Personnel Policies,” of the Borough Code of the Borough of Bay Head is hereby amended and supplemented so as to amend § 46-6 entitled, “Vacation time,” which shall read in its entirety as follows:

§ 46-6. Vacation time.

Vacation days shall begin to accrue upon commencement of employment but employees seeking to use vacation leave must be employed for a minimum of three months prior to taking vacation leave. Eligibility for vacations shall be computed on the first day of the month in which the employee was hired. Vacations will be scheduled so as not to interfere with the operations of the departments to which the employee is assigned. The Borough will make every effort to accommodate vacation requests. Vacation must be approved in writing by the relevant department head or responsible councilmember. If conflicts arise in vacation requests, preference will be given to the employee who presents the request first.

A. Nonunion employees.

(1) Vacation time will be granted on the following basis to all full-time permanent nonunion employees, 35 or more hours weekly:

Years of Employment	Vacation Time (number of working days)
0 to 1	7
2 to 4	13
5 to 8	18

9 to 13	21
14 to 18	23
19 or more	25

(2) No compensatory pay will be given if vacation days are not taken. Up to 10 days can be carried over into the following year.

B. Police officers.

(1) Police officers shall be entitled to annual vacation leave based upon continuous years of employment as a regular officer as follows:

Years of Employment	Annual Vacation Leave (number of working days)
0 to 1	7
2 to 4	13
5 to 8	18
9 to 13	21
14 to 18	23
19 or more	25

(2) No compensatory pay will be given if vacation days are not taken. Up to 10 days can be carried over into the following year.

SECTION 2. This ordinance shall take effect after the second reading and publication as required by law.

ATTEST:

APPROVED:

Patricia M. Applegate, Municipal Clerk

William W. Curtis, Mayor

Introduced on First Reading: April 3, 2017
 Introduced on Second Reading: May 1, 2017
 Approved on Second Reading: May 1, 2017

ATTEST:

APPROVED:

Patricia M. Applegate, Municipal Clerk

William W. Curtis, Mayor