



**2018
BOROUGH OF DUMONT
ORDINANCE**

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
DI PAOLO	✓			
LaBRUNO	✓			
MANNA	✓			
RIQUELME	✓			
ROSSILLO	✓			
STEWART	✓			
MAYOR KELLY				
TOTALS	6			

Ordinance No. 1546
Date: May 15, 2018
Page: 1 of 4
Subject: Employee Vacation Accrual
Purpose: Amend Chapter 69-16
Dollar Amount: _____

Offered by: La Bruno
Seconded by: Manna

Prepared By: Joseph Santanasto, Esq.

Certified as a true copy of an Ordinance Introduced and Passed by the Governing Body of the Borough of Dumont on the above date at a Public Meeting by:

Susan Connelly

Susan Connelly, RMC, Municipal Clerk
Borough of Dumont, Bergen County, New Jersey

**AN ORDINANCE OF
THE BOROUGH OF DUMONT, NEW JERSEY**

**AN ORDINANCE AMENDING BOROUGH CODE PROVISIONS SETTING FORTH
MANNER IN WHICH EMPLOYEES ACCRUE ANNUAL VACATION ALLOTMENT**

WHEREAS, the Borough of Dumont ("Borough") has determined that changes to the Borough Code are required concerning the criteria for employee's annual accrual of vacation time, in order to ensure efficient, orderly, and effective operation of the Borough;

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Dumont, County of Bergen, State of New Jersey, as follows:

1. Section 69-16 of the Borough Code be and is hereby amended to read as follows:

(changes in **bold**):

- A. Employees in the classified service, and employees in the exempt service that may be covered by collective or individual negotiation agreements which provide for vacations, shall be entitled to the number of paid vacation days specified in such agreements.
- B. Other full-time employees in the exempt service, **hired after May 16, 2006**, shall be entitled to paid vacations pursuant to the following schedule:

(1) During the first calendar year of employment:

- (a) Employees who are hired in the month of January receive 5 vacation days after 6 months.**
- (b) Employees who are hired in the month of February receive 4 vacation days after 6 months.**
- (c) Employees who are hired in the month of March receive 3 vacation days after 6 months.**
- (d) Employees who are hired in the month of April receive 2 vacation days after 6 months.**
- (e) Employees who are hired in the months of May or June receive 1 vacation day after 6 months.**
- (f) Employees who are hired in the month of July through December receive no vacation for the remainder of their first calendar year as a Borough employee.**

- (2) In the 2nd calendar year of employment: 5 days**
- (3) In the 3rd through 6th calendar years of employment: 10 days**
- (4) In the 7th through 11th calendar years of employment: 15 days**
- (5) In the 12th through 16th calendar years of employment: 20 days**

(6) In the 17th calendar year of employment and thereafter: 25 days

- C. Employees who are eligible for an increase in vacation time shall receive the increase on **January 1st of the calendar year in which they are due to receive the increase (i.e., on January 1st of an employee's 7th calendar year he/she shall accrue 15 vacation days for use that calendar year).**
- D. **DELETED.**
- E. Unless an applicable collective negotiation agreement provides otherwise, an employee, on termination after completing at least one year of employment, shall be paid for unused vacation days accrued during the year of termination, calculated from January 1 of that year, and computed at the rate of 1/12 of the employee's yearly vacation day entitlement for each full calendar month worked during such year.
- F. Unless otherwise specifically authorized by the Borough Administrator, vacation days for any one calendar year shall be taken during the calendar year or shall be lost, and vacation days shall not be accrued from year to year, nor shall an employee, on termination, be paid for any accrued and unused vacation days except for those accrued during the year of termination.
- G. Vacations shall be scheduled and taken subject to and at times approved by department heads, consistent with the workloads of the departments and, subject to the foregoing, may be taken at any time during the year.
- H. Employees shall submit schedules of requested vacation times for any year by not later than November 15 of the previous year, and to the extent practicable, and consistent with the provisions of Subsection F of this section, preferences for vacation times shall be based on seniority within an employee's job classification and department. Once made and approved, selection preferences for vacation times may be altered only with the express consent of the Borough Administrator, and in no event shall such change cause a change in the scheduled vacation time of another employee unless such other employee consents thereto.
- I. Paid vacation time can be used in minimum increments of one week and maximum increments of two weeks. Any other requests must be submitted to and approved by the Borough Administrator. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
- J. Salary for vacation days may be paid to the employee prior to his going on vacation upon approval of the Borough Administrator.

2. There are no other changes to this Chapter of the Borough Code of the Borough of Dumont.

3. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

4. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this ordinance shall be deemed to be valid and effective.

5. This ordinance shall take effect immediately upon passage and publication in accordance with law.

IT IS FURTHER ORDAINED that the remainder of Section 69-16 of the Code of the Borough of Dumont shall remain in full force and effect.

Approved: _____
James Kelly, Mayor

Attest: _____
Susan Connelly, RMC
Municipal Clerk

Introduced: May 15, 2018
Adopted: