

STOCKTON UNIVERSITY



PROCEDURE

Leaves of Absence

Procedure Administrator: Chief Human Resources Officer

VACATION LEAVE

All employees are required to obtain approval from their supervisor before vacation leave may be used.

Managerial and 12-month non-faculty AFT professional staff are credited with 22 vacation days each year. 10-month non-faculty AFT staff are credited with vacation days on a pro-rated basis.

Faculty are not granted vacation leave.

Classified Civil Service employees earn vacation leave in accordance with N.J.A.C. 4A:6-1.2 based on years of service.

An employee may accrue and carry over to the following year up to one time (1X) the employee's then current rate of accrual.

ADMINISTRATIVE LEAVE

Civil Service employees receive administrative leave, up to three days in a calendar year. Administrative leave is not cumulative from year to year and any remaining leave is forfeited at the end of each year, and upon separation. Administrative leave must be pre-approved by the employee's immediate supervisor whenever possible.

COMPENSATORY TIME

A supervisor/unit head must preapprove the accrual or usage of compensatory time. All compensatory time is subject to specific conditions.

LEAVE TO APPEAR AS A WITNESS

Time off with pay is granted to employees who are summoned to appear as a witness or a party before a judicial or administrative body or legislative committee for work-related matters. If the appearance is part of the employee's job function, time off shall be granted with pay. If an employee appears as a witness or a party during his or her normal day off, rules governing overtime and compensation time shall apply. Time off with pay is granted to an employee to attend the employee's worker's compensation proceeding.

If an employee is summoned as a named party or a witness to a proceeding and the appearance is not related to the employee's job function, time off shall be granted without pay, but the employee may use accrued leave time for compensation.

LEAVE FOR APPOINTMENT BY GOVERNOR

When a permanent employee is appointed by the Governor to an office or position pursuant to N.J.A.C. 4A:6-1.12, the University shall grant and record a leave of absence without pay for the period of appointment if the employee requests such a leave of absence prior to the appointment. Upon the expiration of the leave the employee shall have the right to return to the former title and receive all the benefits of that title as if the employee

CONVENTION LEAVE

An employee who is a duly-authorized representative shall, upon request, be granted a leave of absence with pay for a period of up to five days in a calendar year to attend any State or national convention of any one or more of the organizations listed in N.J.S.A. 38:23-2.

An employee who is a duly-authorized representative of the N.J. Police Benevolent Association, Fraternal Order of Police, the Fire Fighters Mutual Benevolent Association,

