

§ 27-42. Vacation leave.

- A. All full-time employees not covered contractually shall receive annual paid vacations. Vacations may be taken at any time during the calendar year and 60 days into the following year, both with the approval of the department head and Administrator.
- B. After six months of continuous full-time employment vacations, will be computed as follows:
 - (1) Six months, but less than two years: 10 working days. **[Amended 9-14-2022 by Ord. No. 2022-016]**
 - (2) Two years, but less than five years: 10 working days.
 - (3) After five years, but less than 15 years: 15 working days.
 - (4) After years 15 and over: 20 working days.
- C. After the first six months, vacations are computed on the yearly date of employment.
- D. Any employee leaving employment of the Township of Rochelle Park during the course of a year shall be entitled to have their vacation benefits based upon the period of service in that year.

§ 27-43. Personal leave.

Employees are entitled to two personal days per year and any unused days are forfeited at the end of each calendar year.

§ 27-44. Sick leave.

- A. Sick leave is to be used only in cases where the employee is ill and unable to work. Employees absent on sick leave for three or more consecutive working days must submit a doctor's verification of illness or injury. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the Township of Rochelle Park may require an employee to be examined by a physician designated by the Township of Rochelle Park to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received.
- B. Sick leave policy will remain the same as contractual agreements, which is based on past practice of unlimited time.
- C. In the event that an employee is absent on sick leave on the day before or the day after a paid holiday, a doctor's verification shall be required.