



# PATERSON PUBLIC SCHOOLS



Human Resource Services  
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Mrs. Maria E. Gonzalez  
HR Information Systems Manager

Donnie W. Evans  
State District Superintendent

## SCHOOL SECRETARIES VACATION SCHEDULE-JULY & AUGUST 2016

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Number Of Eligible Days: \_\_\_\_\_

**(Please Check Appropriate Box)**

**Please List The Non-Chargeable  
Vacation Day On Each Line**


7/5/16 through 7/8/16  
 7/11/16 through 7/15/16  
 7/18/16 through 7/22/16  
 7/25/16 through 7/29/16  
 8/1/16 through 8/5/16  
 8/8/16 through 8/12/16  
 8/15/16 through 8/19/16


During the period from the first Monday in July (7/4/16), through the third Monday in August (8/15/16), school secretarial staff will be required to work a four-day week. They will continue to be paid full salary during this time. Days must be used in accordance with the contract and cannot be carried over or "banked".

Report all vacation days to the Staff Attendance Office and enter absences into Edu-met.

Vacation Day-Carry-Over is a maximum of five (5) vacation days and may be carried over to the subsequent school year. No employee may exceed the total of five (5) days unless a written request including the reason for the necessity is approved in advance.

Indicate Vacation Day-Carry-Over on this form \_\_\_\_\_

All vacation schedules are to be submitted to your building Principal and then to the Assistant Superintendent for approval. An approved copy must be sent to Maria Gonzalez, Staff Attendance no later than Monday, June 1, 2015.

	<b><u>Summer Hours</u></b>	
Elementary Schools	8:00-3:30	30 minute Lunch
High Schools	8:15-4:00	45 minute Lunch

Secretary's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Assistant Superintendent's Signature \_\_\_\_\_

**All school secretaries will report to work on Monday, August 22, 2016 and the five (5) day work week will resume.**

**NOTE:**

- All vacation should be recorded as follows: Vacation 1.0 for a full regular day. N/C Contract for a full Off Day
- Principal/Administrator should be N/C Vacation 1.0