

## ORDINANCE 2023-15

### AN ORDINANCE OF THE BOROUGH OF ISLAND HEIGHTS, COUNTY OF OCEAN, STATE OF NEW JERSEY, REPEALING AND REPLACING BOROUGH CODE CHAPTER 3 – SECTIONS 2, 3 AND 4, ENTITLED “HOLIDAYS, VACATIONS AND SICK LEAVE”

The following shall replace Borough Code Chapter 3 – Sections 2, 3 and 4:

3-2

#### HOLIDAYS

- a. The following are the official Holidays recognized by the Borough:

New Years Day – January 1<sup>st</sup>

Martin Luther King, Jr. Day – Third Monday in January

Abraham Lincolns Birthday – February 12th

George Washingtons Birthday – Third Monday in February

Good Friday – Friday Prior to Easter Sunday

Memorial Day – Last Monday in May

Independence Day – July 4th

Labor Day – First Monday in September

Columbus Day – Second Monday in October

General Election Day – First Tuesday After the First Monday in November

Veterans Day – November 11th

Thanksgiving Day – Fourth Thursday in November

Friday Following Thanksgiving day

Christmas Day – December 25<sup>th</sup>

- b. If any of the aforementioned Holidays occur on a Sunday, the Holiday shall be observed on the following Monday. If any of the aforementioned Holidays occur on a Saturday, the Holiday shall be observed on the preceding Friday.

3-3

### VACATIONS

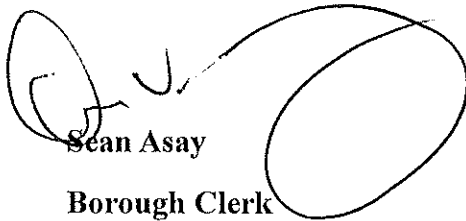
- a. All full-time employees shall be entitled to the annual vacation leave allotments listed below:
  - 1. First Calendar Year of Full Time Employment - Vacation leave with pay shall be earned at the rate of eight (8) working hours for each full calendar month of service.
  - 2. Second Year of Full Time Employment – Twelve (12) Days
  - 3. Third Year through Tenth Year of Full Time Employment – Sixteen (16) Days
  - 4. Eleventh Year through Fifteenth Year of Full Time Employment – Twenty (20) Days
  - 5. Sixteen Years or More of Full Time Employment – Twenty Five (25) Days
- b. Vacation leave shall be taken within the calendar year in which it is earned on dates selected by the employee and subject to approval by their Department Head. Vacation leave shall not be carried forward into any successive year without the approval of the Mayor or his/her designee.

SICK LEAVE

- a. All full-time employees shall receive one (1) day of sick leave for every full month of service during their first calendar year of full time employment.
- b. Beginning the second year of their full-time employment, said employees shall receive fifteen (15) days of sick leave annually.
- c. Sick leave not used, shall accumulate from year to year up to a maximum of sixty (60) days. At the end of each calendar year, the Borough shall buy back all accumulated sick leave in excess of sixty (60) days at fifty percent (50%) of the full time employee's hourly rate of pay.
- d. Upon retirement from Borough service, full time employees shall be compensated for any accumulated sick leave at fifty percent (50%) of the full time employee's hourly rate of pay up to the maximum amount allowed by Law.

---

The foregoing Ordinance was Duly Adopted by the Mayor and Council at their Regular Meeting conducted on December 12, 2023 in the Borough.



**Sean Asay**  
**Borough Clerk**