

BOROUGH OF MOUNTAINSIDE
COUNTY OF UNION, NEW JERSEY

NOTICE OF PASSED ORDINANCE

NOTICE IS HEREBY GIVEN that the following ordinance was passed and adopted on second and final reading at a Regular Meeting duly held by the Mayor and Council of the Borough of Mountainside, County of Union, New Jersey in the Municipal Building, 1385 Route 22, Mountainside, New Jersey held on the 16th day of June 2026.

Martha Lopez
Borough Clerk

ORDINANCE 1354-2026

THIS ORDINANCE AMENDS AND UPDATES THE BOROUGH CODE CHAPTER 9, ARTICLE 4, REGARDING VACATION SCHEDULES FOR EMPLOYEES (EXCLUDING EMPLOYEES THAT ARE SUBJECT TO A COLLECTIVE BARGAINING AGREEMENT), AND ADDS VACATION BENEFITS FOR CERTAIN PART-TIME SALARIED EMPLOYEES, EXCLUDING SEASONAL EMPLOYEES

WHEREAS, the Governing Body and Council of the Borough of Mountainside find and declare that it is in the public interest to establish clear and uniform standards under which permanent full-time employees of the Borough may earn and utilize paid vacation leave; and

WHEREAS, the Governing Body and Council of the Borough of Mountainside find and declare that it is in the public interest to establish clear and uniform standards under which certain permanent part-time employees of the Borough may earn paid vacation leave on a proportionate basis; and

WHEREAS, the Governing Body and Council for the Borough of Mountainside have determined to update this Ordinance to be consistent with the Borough's Personnel Policies and Procedures governing vacation time for employees and;

NOW THEREFORE BE IT ORDAINED, by the Governing Body of the Borough of Mountainside, County of Union, State of New Jersey, that the Borough Code of the Borough of Mountainside is amended as follows:

Chapter IX, Article 9.4 VACATION SCHEDULE is deleted in its entirety and replaced as follows:

The Borough of Mountainside's Vacation Leave Policy shall be as follows:

A. Each full-time employee of the Borough, except for employees who are members of collective bargaining units, shall be allowed the following vacation with compensation: vacations shall be chosen on the basis of position of seniority.

<u>Years of Continuous Service</u>	<u>Number of Vacation Days</u>
Years one (1) through five (5) [AFTER 1 YEAR]	70 Hours [2 WEEKS]
Upon completion of five (5) years	70 Hours, plus 7 hours for each additional year completed year thereafter up to 9 completed years. 6 completed years = 77 Hours 7 completed years = 84 Hours 8 completed years = 91 Hours [2 WEEKS PLUS 1 DAY FOR EACH ADDITIONAL YEAR OF BOROUGH SERVICE FOR YEARS 6-10]
Upon completion of nine (9) years [AFTER 10 YEARS]	105 Hours [3 WEEKS]
Upon completion of fifteen (15) years	140 Hours [4 WEEKS]

Days will be granted only upon the employee's anniversary date.

B. The following permanent Part-time employees shall receive vacation leave on ratios that are proportionate to the ratios set forth in the schedule for full-time employees:

Borough Administrator
Borough Tax Assessor
Borough Engineer
Borough Construction Code Official

Seasonal employees are not entitled to vacation leave.

C. Employees who are newly hired shall begin to accrue vacation time in accordance to the following schedule: 7 hours vacation for every six weeks worked until the end of the first calendar year of hire. Upon the first day of the New Year the employee shall be entitled to the full and regular vacation benefits. Newly hired employees shall not use credited vacation time during the ninety-day period following the date of hire.

D. For the purpose of recruiting, special vacation provisions may be made at the time of appointment by action of the Governing Body.

E. All vacations must be used in the current year and cannot be accumulated, unless an alternative is authorized by the Borough Administrator. Upon approval by the Borough Administrator, unused vacation time may be carried over to the next year, but must be used by end of March of that year. Effective January 1, 2022, there will be a cap of 70 hours carry over from the prior year.

F. The Borough may adopt written administrative procedures consistent with this Ordinance to implement timekeeping, requests, approvals, compensation therefor, management and operations, and record retention.

Section II: Any ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

Section III: If any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

Section IV: This ordinance shall take effect immediately upon final passage and publication as provided by law.