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DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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Colonel  
Adjutant General (Interim)

DEPARTMENTAL DIRECTIVE 230.45

15 April 2021

**VACATION LEAVE POLICY FOR UNCLASSIFIED EMPLOYEES**

1. **PURPOSE:** To establish a standard Departmental policy and operating procedure regarding the granting and use of vacation leave for unclassified employees.

2. **AUTHORITY:** Pursuant to N.J.A.C. 4A:6-1.1(e) and N.J.S.A. 38A:3-6(a), the Adjutant General has established the following policy and procedure with regards to vacation leave for unclassified employees.

3. **USE:**

a. This policy and procedure shall apply to unclassified titles within divisions and agencies of the Department which are subject to the supervision of the Adjutant General.

b. Those employees who currently hold unclassified appointments and Senior Executive Service (SES) appointees without underlying permanent Career Service status are not subject to the leave regulations of N.J.A.C., 4A-1.1 *et seq.*

c. Employees in the following titles are subjected to the Unclassified Leave Plan.

- |  |                                 |
|--|---------------------------------|
| 1) The Adjutant General                | 12) Confidential Assistant      |
| 2) Deputy Adjutant General             | 13) General Staff Officer       |
| 3) Deputy Commissioner Veteran Affairs | 14) Principal Staff Officer 1   |
| 4) Assistant Commissioner              | 15) Principal Staff Officer 2   |
| 5) Division Director                   | 16) Principal Staff Officer 3   |
| 6) Assistant Division Director         | 17) Special Staff Officer 1     |
| 7) Chief Executive Officer             | 18) Special Staff Officer 2     |
| 8) Assistant Chief Executive Officer   | 19) Special Staff Officer 3     |
| 9) Administrator Employee Relations    | 20) Government Representative 1 |
| 10) Legal Specialist                   | 21) Government Representative 2 |
| 11) Confidential Secretary             | 22) Government Representative 3 |

d. Employees in unclassified appointments with an underlying permanent Career Service title not listed above are subject to the State Plan identified in Section 5.a below and N.J.A.C. 4A:6-1.1 *et seq.*

4. **POLICY:** This policy is effective January 1, 2021. All unclassified employees of the Department of Military and Veterans Affairs whose title is covered under this policy shall be afforded the opportunity to choose between the State Plan and the Department Plan.

5. **GUIDELINES GOVERNING VACATION LEAVE:**

a. The State Plan for employees is outlined as follows:

- 1) 1 up to 5 years of service                      12 vacation days
- 2) 5 up to 12 years of service                      15 vacation days
- 3) 12 up to 20 years of service                      20 vacation days
- 4) After 20 years of service                      25 vacation days

b. Under the State Plan, employees hired after January 1<sup>st</sup> of a calendar year will earn one day for each month of service.

c. The Department Plan provides unclassified employees twenty (20) vacation per year.

1) Under the Department Plan, eligible unclassified employees hired after January 1<sup>st</sup> of a calendar year will earn one and half (1-1/2) days for each month of service.

2) Under the Department Plan, no more than twenty (20) vacation days can be carried forward into the next calendar year.

d. Classified employees are only eligible for the State Plan.

The proponent of this directive is the Human Resources Division.  
Users are invited to submit comments and suggested improvements directly to the  
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P.O. Box 340, Trenton, NJ 08625-0340.



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