Lakeland Board of Education Monitoring: Descriptor Term: Descriptor Code: 5.310 Issued Date: 06/03/14 Review: Annually, in February Rescinds: Issued:

1 VACATIONS

- 2 Vacations and Holidays will be granted to regular, full time employees subject to the following
- 3 provisions:

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4 General Provisions

- 1. Temporary and part-time employees are not eligible for vacation.
- 2. Vacation leave will be credited to new employees once the employee has completed six (6) months of continuous service. Eligible employees will begin accruing vacation upon the seventh (7) month of employment.
- 3. An employee that worked full-time in a Shelby County School/Central Office during the 2013-2014 school year and now works full-time for the Municipal School District is not considered a new employee.
- 4. An employee who resigns or terminates from the Municipal School district shall be paid for any unused earned vacation leave, provided the employee has completed six (6) months of service. Any days advanced are not considered earned and shall not be paid out.
- 5. Full-time classified employees will receive one (1) day per year to be used for personal business in addition to earned sick leave. There are no provisions for this day to carry over to the next fiscal year.
- 6. Full-time certified employees will receive two (2) days per year in addition to earned sick leave to be used for personal business. Two (2) unused days may be converted to sick days.

Twelve (12) Month Employees

1. Any full-time twelve (12) month employee who is employed by the Municipal School district will be granted vacation based on the following schedule:

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24		Length of Service Vacation Accrued	Semi-Monthly Basis
25		Six (6) months and one day, but less than one (1) year	42
26		One (1) year, but less than five (5) years	
27		(Maximum of 10 days per year)	
28		Five (5) years, but less than ten (10) years	
29		(Maximum of 12 days per year)	
30		Ten (10) years, but less than fifteen (15) years	
31		(Maximum of 15 days per year)	
32		Fifteen (15) years or more	
33		(Maximum of 20 days per year)	
34	2.	Employees who were hired from the current SCS and were paid ou	t their earned vacation shall
35		have vacation days advanced as of July 1 based on the schedule be	low:
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37		Less than 1 year	
38		1 year, but less than 5 years	10 days
39		5 years, but less than 10 years	12 days

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1	10 years, but less than 15 years
2	15 years or more
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3. Vacation is accrued semi-monthly and the accumulated amount of vacation appears on the employee's paychecks. All eligible employees may accrue up to a maximum of twenty-five (25) vacation days.

- 4. Vacation leave is accrued while an employee is in paid status, but does not accrue while an employee is in an unpaid status.
- 5. Holidays are not paid to employees who are in an unpaid status.
- 6. Designated Municipal School district holidays that fall within the vacation schedule are not to be counted as vacation days. Full-time, twelve-month employees will be paid for thirteen (13) paid holidays that will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period.
- 7. Vacation schedules that shall be approved by the employee's immediate supervisor should be planned in such a way that the operational procedures are not interrupted.

Full-time classified employees working less than twelve (12) months

- 1. Schedule Ten (10) paid holidays will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period. Ten (10) vacation days are built into the employee's work calendar, so as to reduce number of unpaid days throughout the school year. These days are not paid out if the employee resigns and are not for the employee's use.
- 2. The employee must work the day before and after a paid holiday in order to be paid for the holiday or
- 3. The employee uses such paid leave time as he/she is entitled to based upon employment status to cover the day before and after a paid holiday.

Full-time certified employees working less than twelve (12) months

1. Employees shall earn 1 vacation day for every 20 days worked and those days are distributed throughout the employee's work calendar. These days are not paid out if the employee resigns and are not for the employee's use.

PAID HOLIDAYS (Not part of policy – work calendar only)

Independence Day

31 All twelve (12) month employees will receive the following paid holidays during the year:

33	Labor Day
34	Veteran's Day
35	Thanksgiving Day
36	Thanksgiving Friday
37	Christmas Eve
38	Christmas Day
39	Day after Christmas
40	New Year's Eve
41	New Year's Day
42	MLK Jr. Day
43	Good Friday
44	Memorial Day

All ten (10) month classified employees will have these paid holidays:

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1	Labor Day
2	Thanksgiving Day
3	Thanksgiving Friday
4	Christmas Eve
5	Christmas Day
6	Day after Christmas
7	New Year's Eve
8	New Year's Day
9	MLK Jr. Holiday
10	Good Friday
11	(Ten additional days are built into the work calendar)

Legal References

1. TCA 5-23-101;104