

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 12/01/14
		Rescinds: 5.310	Issued: 06/03/14

1 **VACATIONS**

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

4 **General Provisions**

- 5 1. Temporary and part-time employees are not eligible for vacation.
- 6 ~~2. Vacation leave will be credited to new employees once the employee has completed six (6)~~
7 ~~months of continuous service. Eligible employees will begin accruing vacation upon the~~
8 ~~seventh (7) month of employment.~~ New twelve (12) month employees will be advanced a full
9 year of vacation time once the employee has completed three (3) months of continuous service.
10 This amount will be pro-rated at the discretion of the superintendent if the employee starts after
11 July 1 of a fiscal year. Beginning in July of subsequent years, vacation time will be accrued
12 according to the schedule below.
- 13 3. An employee that worked full-time in a Shelby County School/Central Office during the 2013-
14 2014 school year and now works full-time for the Municipal School District is not considered a
15 new employee.
- 16 4. An employee who resigns or terminates from the Municipal School district shall be paid for
17 any unused earned vacation leave, provided the employee has completed six (6) months of
18 service. Any days advanced are not considered earned and shall not be paid out.
- 19 5. Full-time classified employees will receive one (1) day per year to be used for personal
20 business in addition to earned sick leave. There are no provisions for this day to carry over to
21 the next fiscal year.
- 22 6. Full-time certified employees will receive two (2) days per year in addition to earned sick leave
23 to be used for personal business. Two (2) unused days may be converted to sick days.

24 **Twelve (12) Month Employees**

- 25 1. Any full-time twelve (12) month employee who is employed by the Municipal School district
26 will be granted vacation based on the following schedule:
27

<u>Length of Service Vacation Accrued</u>	<u>Semi-Monthly Basis</u>
Six (6) months and one day, but less than one (1) year.....	.42
One (1) year, but less than five (5) years.....	.42
(Maximum of 10 days per year)	
Five (5) years, but less than ten (10) years.....	.50
(Maximum of 12 days per year)	
Ten (10) years, but less than fifteen (15) years.....	.63
(Maximum of 15 days per year)	
Fifteen (15) years or more.....	.84
(Maximum of 20 days per year)	

- 38 2. Employees who were hired from the current SCS and were paid out their earned vacation shall
39 have vacation days advanced as of July 1 based on the schedule below:

- 1
- 2 Less than 1 year.....6 days
- 3 1 year, but less than 5 years.....10 days
- 4 5 years, but less than 10 years.....12 days
- 5 10 years, but less than 15 years.....15 days
- 6 15 years or more.....20 days
- 7
- 8 3. Vacation is accrued semi-monthly and the accumulated amount of vacation appears on the
- 9 employee’s paychecks. All eligible employees may accrue up to a maximum of twenty-five
- 10 (25) vacation days.
- 11 4. Vacation leave is accrued while an employee is in paid status, but does not accrue while an
- 12 employee is in an unpaid status.
- 13 5. Holidays are not paid to employees who are in an unpaid status.
- 14 6. Designated Municipal School district holidays that fall within the vacation schedule are not to
- 15 be counted as vacation days. Full-time, twelve-month employees will be paid for thirteen (13)
- 16 paid holidays that will be determined annually and reflected on the payroll calendar and paid
- 17 during the corresponding payroll period.
- 18 7. Vacation schedules that shall be approved by the employee’s immediate supervisor should be
- 19 planned in such a way that the operational procedures are not interrupted.

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

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

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

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

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

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

- 36 Independence Day
- 37 Labor Day
- 38 Veteran’s Day
- 39 Thanksgiving Day
- 40 Thanksgiving Friday
- 41 Christmas Eve

- 42 Christmas Day
- 43 Day after Christmas
- 44 New Year’s Eve
- 45 New Year’s Day
- 46 MLK Jr. Day

- 1 Good Friday
2 Memorial Day
- 3 All ten (10) month classified employees will have these paid holidays:
- 4 Labor Day
5 Thanksgiving Day
6 Thanksgiving Friday
7 Christmas Eve
8 Christmas Day
9 Day after Christmas
10 New Year's Eve
11 New Year's Day
12 MLK Jr. Holiday
13 Good Friday
- 14 (Ten additional days are built into the work calendar)

Legal References

1. TCA 5-23-101;104