

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 07/03/12
		Rescinds:	Issued:

1 **VACATIONS**

2 Support personnel (12 month employees) shall earn five (5) days of vacation time for one (1) to three
3 (3) years of employment. After three years of employment, support personnel shall earn one (1) day of
4 vacation time for each additional year of employment, not to exceed 15 days. Vacation will accrue
5 throughout the year on a per pay period basis. Years of employment shall be determined from the
6 initial hire date. No vacation days shall be taken in the first twelve (12) months of employment.

7 Each employee taking vacation time shall submit a request in writing to the immediate supervisor at
8 least 2 (two) weeks in advance of the requested date(s). Upon approval by the immediate supervisor,
9 the request will be sent to the Office of Finance to confirm that the employee has vacation days
10 available for use.

11 Vacation time will be granted to only one (1) employee per school/department for any specific time
12 period except in special circumstances when approved by the Superintendent. Vacation time will be
13 granted on a first come- first serve basis. If two or more requests are submitted for the same date(s),
14 approval will be granted on the basis of seniority. If a twelve month employee leaves in good standing
15 or retires, they will be paid for unused vacation days up to the maximum of 20 days. Accumulated
16 vacation days will be forfeited for involuntary terminations.

17 Building principals will be allowed to schedule vacations for custodians for one week at Christmas and
18 during summer breaks. The Director of Schools may override these provisions for granting vacation
19 time when deemed necessary and appropriate.¹

20 **VACATION (Professional Employees)**

21 Twelve month professional personnel receive 10 days of vacation during the academic school year and
22 10 additional days to be taken during the summer months. 10 month professional employees receive
23 10 days of vacation as a portion of their 200 day contract.

24 **ACCUMLATED VACATION DAYS (12 month support employees)**

25 Annual leave days carried over at the end of the fiscal year is a maximum of 20. Unused days above
26 the maximum carry over will be forfeited at the end of the fiscal year (June 30).

1 **HOLIDAYS**

2 Support personnel (12 month employees), if on active payroll at the time, shall be entitled to the
3 following holidays:

- 4 • Martin Luther King Day
- 5 • President's Day
- 6 • Easter - One day to be Good Friday
- 7 • Memorial Day
- 8 • July 4
- 9 • Labor Day
- 10 • Thanksgiving (3 days)
- 11 • Christmas (2 days)
- 12 • New Year's Day

13 Those support personnel who are employed less than 12 months (school calendar year) shall be entitled
14 to the holidays above minus Memorial Day and July 4. Equivalent days, as approved by the
15 superintendent, may be taken when these days fall on weekends or when school is in session. Support
16 personnel may be called to work during any emergency condition.

Cross References

School Calendar 1.800