

Hamblen County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 04/25/13
		Rescinds: GBRK, GC	Issued: Unknown

1 **VACATIONS**

2
3 Central office and custodial staff shall annually earn one (1) day of noncumulative paid vacation for
4 each month of employment. Vacation leave must be approved by the immediate supervisor¹ and direc-
5 tor of schools.

6
7 Vacation paid for certified staff working less than two hundred sixty-one (261) days annually shall be
8 earned as follows:

- 9
10 Ten (10) month positions earn ten (10) days.
11 Eleven (11) month positions earn eleven (11) days.
12 Twelve (12) month positions earn twelve (12) days.

13
14 **HOLIDAYS**

15
16 If on active payroll at the time, central office and custodial staff shall be entitled to the following paid
17 holidays (equivalent days as established by the school calendar may be taken when these days fall on
18 weekends):

- 19
20 July 4
21 Labor Day
22 Thanksgiving, two (2) days
23 Christmas, three (3) days
24 New Year
25 Spring Break, five (5) days

26
27 Holidays for all staff working less than two hundred sixty-one (261) days annually shall be observed as
28 established by the school calendar.

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Legal Reference:

40 1. TCA 5-23-101;104
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