

Kingsport City Schools

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 09/03/15
		Rescinds: 5.310	Issued: 06/06/13

1 The Superintendent of Schools shall provide a holiday schedule for all eligible employees. The holiday
2 schedule shall be communicated annually. Paid vacation is earned as follows:

3 **Classified Employees Who Work Twelve-Months**

4 Classified staff members who are employed on a twelve (12) month basis shall receive vacation in
5 accordance with years of service with Kingsport City Schools. Unused vacation days shall be carried
6 from one year to the next, not to exceed the current year's accrual.

7 Classified staff members who are employed on a twelve (12) month basis shall receive ten (10)
8 designated paid holidays per year.

9 **Classified Employees Who Work Fewer Than Twelve Months**

10 Classified staff members working fewer than twelve (12) months per year shall receive vacation pay in
11 lieu of time-off. Effective July 1, 2008, vacation is earned at a rate of 1 day per month worked.
12 Employees hired prior to July 1, 2008 who received more than 1 day of vacation per month worked
13 based on the previous vacation accrual schedule were frozen at the accrual rate attained as of July 1,
14 2008.

15 **Professional Employees**

16 Professional employees on a teacher contract earn paid vacation time, rather than time off, at the rate of
17 one day per month worked for a maximum of 12 days annually. (Example: 10 month contracts are paid
18 for ten (10) non-working days per contract year.)

19 Twelve month (12 month) Administrators earn 18-23 vacation days as designated by the
20 Superintendent of Schools. Administrators working less than twelve (12) months earn nine (9) vacation
21 days. All administrators receive ten (10) designated paid holidays per year. All other professional
22 employees earn paid vacation time, rather than time off, at the rate of one (1) day per month worked,
23 for a maximum of twelve (12) days annually.

Legal References

1. TCA 5-23-101 to 104
2. TCA 49-6-3004

Cross References

- Sick Leave 5.302
- Personal and Professional Leave 5.303
- Extended Leaves of Absence 5.304
- Family and Medical Leave 5.305
- Maternity Leave 5.3051