

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 01/21/00
		Rescinds: CGK/GCRH	Issued: 12/16/97

1 **VACATIONS**

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3 **Central Office Employees**

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5 Central office employees who are employed on a twelve month basis will earn vacation time at the rate
6 of one (1) day for each full calendar month while employed in the central office. ("Full calendar month"
7 is defined as all work days in any given month.) Vacation time cannot be taken until earned and must
8 be taken on a half-day or full-day basis only. The employee may accumulate a maximum of thirty-five
9 (35) vacation days. Any days earned beyond the maximum accumulation will be lost. The Board will not
10 monetarily compensate an employee for any unused vacation time while employed. Upon termination
11 of employment with the Board, a central office employee will be compensated for accumulated vacation
12 time, but compensation will not exceed twenty (20) days.

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14 In the event an employee is on vacation when the central office is closed for a legal holiday, that day
15 will not count as a vacation day used.

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17 Request for leave must be made on forms provided by the Board prior to taking a vacation. The requests
18 should be submitted to the director of schools for approval as early as possible before the beginning date.

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21 **Other Support Personnel**

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23 Eligible employees include the following: mechanics, transportation supervisor, maintenance supervisor,
24 maintenance workers and custodians. Support personnel shall earn one (1) day of vacation time for each
25 month of employment and may accumulate a maximum of twenty (20) days. Any days earned beyond
26 the maximum accumulation will be lost. Vacation time cannot be taken until earned and may be taken
27 in half-day or whole day increments only. The time of vacation must be approved by the director of
28 schools and the employee's immediate supervisor.¹

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30 The Board will not monetarily compensate an employee for unused vacation time while employed. Upon
31 termination of employment, an employee will be compensated for unused vacation days to a maximum
32 of twelve (12) days.

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34 If an employee is on vacation when the central office is closed for a legal holiday, that day will not
35 count as a vacation day.

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HOLIDAYS

Support personnel, if on active payroll at the time, shall be entitled to the following holidays:

- July 4
- Thanksgiving (2 days)
- December 25
- New Year's
- Good Friday
- Martin Luther King's Birthday
- Presidents Day

Equivalent days, as approved by the director of schools, may be taken when these days fall on week-ends or school is in session.

Legal Reference:

1. TCA 5-23-101;104

Cross Reference:

School Calendar 1.800