

TYLER COUNTY POLICY: GV

VACATION DAYS FOR 261 DAY EMPLOYEES

Personnel who are contracted for a 261 day employment term shall be entitled to vacation days at the following rate, effective July 1, 1981:

TOTAL YEARS EXPERIENCE	DAYS EARNED PER MONTH	TOTAL VACATION DAYS PER YEAR
0 - 4.99 years of approved service	1.25 days	15 Days
5 – 9.99 years of approved service	1.50 days	18 Days
10 – 14.99 years of approved service	1.75 days	21 Days
15 or more years of approved service	2.00 days	24 Days

Unlimited unused vacation leave days can be carried over at the end of the fiscal year. However, if an employee's contract is terminated for any reason, that employee may be paid for a maximum of thirty (30) days of accumulated vacation. Under no other circumstances, may earned vacation time be converted to pay for the employee. Payment to retired employee will be at a maximum of thirty (30) days of accumulated vacation.

Vacation days must be approved by the employee's immediate supervisor, and shall be taken at such times that will not adversely affect the efficient operation of that department and of the school system. Each employee shall be responsible for submitting the vacation leave through the online employee absence system.

REFERENCE:

DATE: 5/21/18, 3/21/16, 9/2/14, 3/18/13, 11/20/07, 9/7/04, 4/5/04, 4/1/96