

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: VACATION LEAVE TWELVE MONTH PERSONNEL	Descriptor No: PER 29	Date Adopted: 10/82
Reviewed/Revision Adopted: 7/92; 9/01; 6/11		

1 I. Central Office licensed/classified personnel and other licensed/classified personnel
 2 employed on a twelve month, full-time basis shall earn and accrue vacation as
 3 follows:

4 **Classified/Non-licensed**

- 5 1 thru 5 years 1 day per month
- 6 6 thru 10 years 1 ¼ days per month
- 7 Over 10 years 1 ½ days per month

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 9 Classified staff do not earn vacation leave during the first ninety (90) days of
 10 employment unless waived by the Director of Schools.

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 12 **Licensed Personnel**

- 13 1 thru 5 years 1 day per month
- 14 6 thru 10 years 1 ¼ days per month
- 15 Over 10 years 1 2/3 days per month

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 17 II. Temporary and part-time employees are not entitled to vacation.

18 III. Employees shall utilize their vacation time so as to minimize disruption to school
 19 system operations. The Director of Schools, department heads, and supervisors must
 20 consider school system business needs prior to approving an employee’s vacation
 21 request. The use of vacation time during the week before the school year begins
 22 through the first week of school and during the week before the school year ends
 23 through the first week that school is out is highly discouraged. Vacation time
 24 requests during these periods must receive the prior approval of the Director of
 25 Schools. During all other parts of the year, vacation requests must receive the prior
 26 approval of the employee’s supervisor or department head. Except in emergency
 27 situations, vacation leave must be requested at least five (5) days in advance.

- 29 IV. No more than ten (10) vacation days may be taken in succession without approval of
30 the Director of Schools; provided, however, this rule shall be waived for medical
31 reasons and family medical leave when an employee has no sick leave available.
- 32 V. Vacation days must be earned before they can be used.
- 33 VI. Vacation may be taken in hourly increments for non-exempt employees, and ½ day
34 increments for exempt employees.
- 35 VII. The Human Resources Department shall maintain all vacation leave records, and be
36 responsible for verifying an employee's eligibility to utilize vacation time.
- 37 VIII. No more than thirty (30) vacation days may be carried over after June 30th of each
38 year. Annual leave accrued in excess of the applicable maximum shall be transferred
39 to sick leave on June 30th of each year. Upon termination of employment, any
40 accrued vacation in excess of the appropriate carry forward amount shall be credited
41 to the sick leave balance of the terminating employee. Payment for accrued vacation
42 shall be paid at the employee's current rate of pay.
- 43 IX. The increased accrual rates are based on the length of service and become effective on
44 the anniversary of the employee's date of hire, provided they have been in continuous
45 service.
- 46 X. Retirees may request lump sum payments of vacation. However, the amount of
47 payment cannot be reported or used as part of the average final compensation.
48 Should a retiree elect not to receive the lump sum payment for vacation, the retiree
49 will be extended on the payroll until all vacation has been used. In such a case, the
50 school system will make retirement contributions on behalf of the employee and
51 creditable service for retirement will be granted.