

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	VACATION LEAVE LICENSED (Twelve-Month Personnel)	PER 30	10/82
	Revision Adopted:		
	9/01		

1. Central Office licensed personnel and other licensed personnel employed on a twelve-month, full-time basis shall earn vacation as stated below and shall begin to accrue it from the effective date of appointment by the Director of Schools.
2. Vacation time for an individual employee shall be taken at such times so that there will be minimum disruption to the operations of the school system.
3. The leave entitlement for individual employees is as follows:

1 thru 5 years	1 day per month
6 thru 10 years	1 1/4 days per month
Over 10 years	1 2/3 days per month
4. (a) Vacation days must be earned according to 3 above before they can be used.
(b) Vacation time will be verified by the Human Resources Department.
5. Vacation leave may be accrued to a maximum of 30 days.