

Shelby County Board of Education
VACATION / PERSONAL LEAVE

4025

Issued Date: 08/26/10
Revised: 05/28/13
Effective Date: 07/01/13

I. PURPOSE

To grant time off with pay to employees in recognition of their length of service with the Shelby County Schools (SCS).

II. SCOPE

This policy applies to teachers (personal leave) and all eligible employees (vacation) unless otherwise covered by a Memorandum of Understanding (MOU) or by an employment agreement.

III. POLICY STATEMENT

A. Vacation Leave – Eligible Employees

Shelby County Schools (SCS) shall provide vacation leave to all eligible employees.

1. Eligibility

- a. Employee must be in a full-time permanent twelve (12) month position for which no teaching license is required by the Tennessee State Department of Education (unless covered by an MOU or by an employment agreement). This includes any person employed by the District that has a valid state issued teaching license, but holds a position for which no teaching license is required by the State. The position may be salaried or hourly.
- b. In no event shall any employee who has not completed six (6) months of continuous service receive vacation pay.
- c. Creditable service for the purpose of eligibility for vacation is computed on the basis of total length of continuous full-time twelve (12) month employment with the District. Creditable service for any Memphis City

Schools (MCS) employee who is employed by SCS as a result of the consolidation of the school districts shall be computed on the basis of the combined length of permanent full-time employment with both districts.

2. Vacation Pay

Vacation pay is computed on the basis of the employee's regular schedule at the regular rate of pay at the time vacation is taken.

3. Accrual of Vacation

- a. After the completion of the initial six (6) months (13 full biweekly pay periods) of employment, eligible employees shall be entitled to the following accrual of vacation:

| <u>Length of Service</u> | <u>Vacation Accrued</u> | <u>(biweekly basis)</u> |
|---|-------------------------|-------------------------|
| Six (6) months and one day but less than three (3) years..... | | .46 |
| Three (3) years but less than ten (10) years | | .54 |
| Ten (10) years but less than fifteen (15) years | | .65 |
| Fifteen (15) years but less than twenty-five (25) years | | .77 |
| Twenty-five (25) years or more | | .96 |

- b. Vacation leave is accrued while an employee is in a paid status, but does not accrue while an employee is in an unpaid status.
- c. Vacation is accrued per payroll period and the accumulated amount of vacation appears on the employee's paychecks. All eligible employees may accrue up to a maximum of thirty-five (35) vacation days.
- d. Employees of SCS with accrued vacation prior to the consolidation of the school districts shall be allowed to carry forward all unused vacation, up to a maximum of thirty-five (35) vacation days, for the fiscal year beginning July 1, 2013.

4. Vacation Scheduling

- a. Vacation may be taken at any time following accrual. Vacation schedules are subject to the approval of the employee's immediate supervisor and should be planned in such a way that division's/department's operational procedures will continue satisfactorily. Employees should request vacation as far in advance as possible.
- b. As a general rule, employees assigned to schools will take earned vacation between the closing of one school year and the opening of the

next and at such times when students and teachers are not scheduled to be in school. A request for vacation days to be taken at other times may be made to the appropriate senior manager.

- c. Vacation schedules will not be modified to accommodate illness or sick leave during the scheduled vacation.
- d. Designated District holidays that fall within an employee's scheduled vacation shall not be counted as vacation days.
- e. The use of vacation days for service in the Tennessee National Guard, State Militia or Military Reserve shall be subject to general provisions of T.C.A. 49-5-702; 49-5-704; and 8-33-109.

5. Separation from Service

An employee who resigns or terminates from Shelby County Schools shall be paid for any unused or earned vacation leave, provided the employee has completed six (6) months of continuous service. Such payment shall be at the salary rate by which the employee was paid on his/her last workday up to a maximum of thirty-five (35) days.

B. Personal Leave –Teachers

A teacher, as defined by state law and/or regulations, shall be allowed to take two (2) days of personal/professional leave per school year in accordance with applicable state law, TN Minimum Rules and Regulations and Board policy.

There shall be no accumulation of personal leave from one year to the next and any unused portion of personal leave shall be transferred to sick leave.

Upon termination of service with the District (voluntary or involuntary) the teacher may request that any unused portion of his/her personal leave be converted to retirement service.

IV. RESPONSIBILITY

- A. The office responsible for human resources shall be responsible for ensuring that employees are assigned the correct accrual factor.
- B. It is the supervisor's responsibility to ensure that their division or department continues to operate in an efficient manner when considering vacation requests.
- C. The supervisor who signs the time sheet is responsible for ensuring that vacation time taken by an employee is accurately reported to the office responsible for fiscal services.
- D. It is the responsibility of the Superintendent to ensure that this policy is followed.

Legal References:

1. T.C.A. 49-5-710
2. T.C.A. 49-5-711
3. TRR/MS 0520-01-02-.04
4. T.C.A. 49-5-702
5. T.C.A. 49-5-704
6. T.C.A. 8-33-109

Cross References: