

Williamson County Board of Education



Adopted Date:
4/19/04
REV. 1/18/05;3/24/08;
2/17/14

5.310

VACATIONS and HOLIDAYS
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1 VACATIONS

2

3 Regular, 12 month, employees earn and accrue vacation as follows:

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5 Full-Time Classified and management team as defined by the Professional Educators Collaborative
6 Conferencing Act ("PECCA")*:

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1. 1 day per month worked for the first 5 years of service

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2. 1.25 days per month worked during the 6th year through the 10th year of service

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3. 1.5 days per month worked during the 11th through the 15th year of service

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4. 1.75 days per month worked during the 16th through the 20th year of service

11

5. 2 days per month worked with more than 20 years service

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13 Other Full-time Professional:

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(In accordance with the WCEA MOU)

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16 A maximum of 24 days may be carried forward from one fiscal year to the next. Annual leave accrued in
17 excess of the applicable maximum shall be transferred to sick leave on June 30 each year. All leave
18 requests must be approved by the employee's immediate supervisor.

19

20 Upon termination of employment, any accrued vacation in excess of the appropriate carry forward amount
21 shall be credited to the sick leave balance of the terminating employee. Payment for accrued vacation shall
22 be paid at employee's current rate of pay.

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24 The increased accrual rates are based on the length of service and become effective on the anniversary of
25 the employee's date of hire, provided they have been in continuous service.

26

27 Retirees and those that resign with accrued vacation may request lump sum payments of vacation. However,
28 the amount of payment cannot be reported or used as part of the average final compensation. Should a
29 retiree elect not to receive the lump sum payment for vacation, the retiree will be extended on the payroll until
30 all vacation has been used. Future benefits will not accrue after the last working day (physically at work),
31 such as vacation, sick, holiday pay, and insurance benefits. In such a case, the school system will make
32 retirement contributions on behalf of the employee and creditable service for retirement will be granted.

33

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

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36 Vacation for employees is calculated on a daily basis and maintained on a fiscal year basis. Vacation may be
37 taken in hourly increments for non-exempt employees.

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39 An employee must work a minimum of twenty (20) days per month in order to accrue one (1) vacation day.

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41 Principals / immediate supervisors must consider school / district business needs prior to approving an
42 employee's vacation request. Normally, vacation requests should be made at least two weeks in advance.

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44 All vacation time shall be paid at the employee's current rate of pay. Vacation may not be taken until earned
45 without approval from the Superintendent.

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1 HOLIDAYS

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3 Paid holidays for full-time twelve (12) month personnel covered in this section shall be New Year's Day,
4 Martin Luther King, Jr. Day, Thursday and Friday of Spring Break, Memorial Day, Independence Day, Labor
5 Day, one day during the fall semester which has been designated by the Board as closed system-wide,
6 Thanksgiving and the day following, Christmas Day, and 4 other days during the Christmas-New Year's
7 Season.

8
9 Paid holidays for full-time school year secretaries, teacher assistants, and food service employees shall be,
10 Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, and either Friday during
11 Spring Break or Memorial Day as determined by the Superintendent from time to time.

12
13 When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a
14 recognized holiday falls on Sunday, it shall be observed on the following Monday.

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16 To qualify for each above paid holiday, each employee must be in a paid work status or paid leave status on
17 the day immediately preceding and the day immediately following that holiday. If an employee is resigning
18 and/or retiring, that employee must be in an active work status (physically at work) on the day following the
19 holiday to receive pay for the holiday.

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23 * "Management team" includes professional employees whose principal responsibilities are administration rather than
24 teaching, including but not limited to supervisors and Principals.

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44 Legal References:

45 TCA 5-23-101
46 TCA 5-23-104
47 TCA 49-5-601 et seq.

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