

<b>Bartlett City Board of Education</b>		<b>5028</b>
Descriptor Term: <b>VACATIONS AND HOLIDAYS</b>	Descriptor Code: <b>PERSONNEL</b>	Issue Date: <b>5/22/2014</b>
	Rescinds:	Revised: <b>11/13/2014</b> <b>08/24/2023</b> <b>05/23/2024</b>

1 Vacations and Holidays will be granted to regular, full-time employees subject to the following  
2 provisions:

3 A. General Provisions

- 4 1. Temporary and part-time employees are not eligible for vacation.
- 5 2. Vacation leave will begin to accrue once new employees complete six (6) months of  
6 continuous service.
- 7 3. An employee who resigns or terminates from Bartlett City Schools shall be paid for  
8 any unused earned vacation leave, provided the employee has completed six (6)  
9 months of service.
- 10 4. Full-time classified employees will receive one (1) day per year to be used for personal  
11 business in addition to earned sick leave. One (1) unused day may be converted to  
12 sick days.
- 13 5. Full-time certified employees will receive two (2) days per year in addition to earned  
14 sick leave to be used for personal business. Two (2) unused days may be converted  
15 to sick days.
- 16 6. All full-time employees who have reached the last step on the BCS salary schedule  
17 will receive one (1) additional day per year to be used for personal business in addition  
18 to the personal day(s) earned under Paragraphs 4 and 5. A maximum of three (3)  
19 unused days for personal business may be converted to sick days.

20 B. Twelve (12) Month Employees

- 21 1. Any full-time twelve (12) month employee who is employed by Bartlett City Schools  
22 will be granted vacation based on the following schedule:

<b>Length of Service Vacation Accrued</b>	<b>Semi-Monthly Basis</b>
24 Six (6) months and one day, but less than one (1) year.....	.42
25 One (1) year, but less than five (5) years.....	.42
26 <i>(Maximum of 10 days per year)</i>	
27 Five (5) years, but less than ten (10) years.....	.50
28 <i>(Maximum of 12 days per year)</i>	
29 Ten (10) years, but less than fifteen (15) years.....	.63
30 <i>(Maximum of 15 days per year)</i>	
31 Fifteen years or more .....	.84
32 <i>(Maximum of 20 days per year)</i>	

- 1           2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears  
2           on the employee's paychecks. All eligible employees may accrue up to a maximum  
3           of twenty-five (25) vacation days.
- 4           3. Vacation leave is accrued while an employee is in paid status, but does not accrue  
5           while an employee is in an unpaid status.
- 6           4. Holidays are not paid to employees who are in an unpaid status.
- 7           5. Designated Bartlett City Schools holidays that fall within the vacation schedule are not  
8           to be counted as vacation days. Full-time, twelve-month employees will be paid for a  
9           minimum of fourteen (14) paid holidays that will be determined annually and reflected  
10          on the payroll calendar and paid during the corresponding payroll period.
- 11          6. Vacation schedules that shall be approved by the employee's immediate supervisor  
12          should be planned in such a way that the operational procedures are not interrupted.
- 13          7. All vacation days in excess of twenty-five (25) days that are accrued by an employee  
14          shall be converted to sick leave days upon accruing the 26th day. Any unused  
15          personal leave days as of the last day of the fiscal year will also be converted to sick  
16          leave days.

17          C. Full time classified employees working less than twelve (12) months

- 18           1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the  
19           payroll calendar and paid during the corresponding payroll period. Ten (10) vacation  
20           days are built into the employee's work calendar, so as to reduce the number of unpaid  
21           days throughout the school year. These days are not paid out if the employee resigns  
22           and are not for the employee's use.
- 23           2. The employee must work the day before and after a paid holiday in order to be paid  
24           for the holiday
- 25           3. The employee uses such paid leave time as he/she is entitled to based upon  
26           employment status to cover the day before and after a paid holiday.

27          D. Full time certified employees working less than twelve (12) months

- 28           1. Employees shall earn 1 vacation day for every 20 days worked and those days are  
29           distributed throughout the employee's work calendar. These days are not paid out if  
30           the employee resigns and are not for the employee's use.