

Millington Board of Education

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| Monitoring: Review: Annually | Descriptor Term: Vacations and Holidays | Descriptor Code: 5.310 | Issued Date: 06/19/14 |
| | | Rescinds: 5.310 | Reviewed/Revised: 04/01/19 01/06/20 |

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

A. General Provisions

1. Temporary and part-time employees are not eligible for vacation.
2. Eligible employees will begin accruing vacation upon employment.
3. An employee who resigns or terminates from MMSD shall be paid for any unused earned vacation leave, provided the employee has completed six (6) months of service. Any days advanced are not considered earned and shall not be paid out.
4. Full-time ten (10) month classified employees will receive one (1) day per year to be used for personal business in addition to earned sick leave. There are no provisions for this day to carry over the next fiscal year.
5. Full-time certified employees will receive two (2) days per year in addition to earned sick leave to be used for personal business. The unused days at the end of the fiscal year will be converted to sick.

B. Twelve (12) Month Employees

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

| Length of Service Vacation Accrued | Monthly Basis |
|---|----------------------|
| Less than five (5) years (Maximum of 10 days per year) | .84 per month |
| Five (5) years, but less than ten (10) years (Maximum of 12 days per year) | 1.00 per month |
| Ten (10) years, but less than fifteen (15) years (Maximum of 15 days per year) | 1.25 per month |
| Fifteen years or more (Maximum of 20 days per year) | 1.67 per month |

2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears on the employee's portal. A maximum of twenty-five (25) vacation days may be carried over to the next year.

3. Vacation leave is accrued while an employee is in paid status, but does not accrue while an employee is in an unpaid status.

4. Holidays are not paid to employees who are in an unpaid status.

5. Designated MMSD holidays that fall within the vacation schedule are not to be counted as vacation days. Full time, twelve-month employees will be paid for thirteen (13) paid holidays that will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period.

6. Vacation schedules that shall be approved by the employee's immediate supervisor should be planned in such a way that the operational procedures are not interrupted.

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

1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period. Ten (10) vacation days are built into the employee's work calendar, so as to reduce number of unpaid days throughout the school year. These days are not paid out if the employee resigns and are not for the employee's use.

2. The employee must work the day before and after a paid holiday in order to be paid for the holiday, or

3. The employee uses such paid leave time as he/she is entitled to base upon employment status to cover the day before and after a paid holiday.

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

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

The Director of Schools, at his/her discretion, will be permitted to release employees upon satisfactory completion of their assigned duties. The Board of Education will be informed of such instances as they arise. Only employees working regularly scheduled hours will be allowed to participate in an early release.

The Director of Schools will develop and implement procedures for the application of this policy.