

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

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. There are no provisions for this day to carry
12 over the next fiscal year.
- 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.
- 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. There are no provisions for
19 this day to convert to sick or carry over the next fiscal year.

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:

Length of Service Vacation Accrued	Semi-Monthly Basis
24 Six (6) months and one day, but less than one (1) year42
25 One (1) year, but less than five (5) years42
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 more84
32 <i>(Maximum of 20 days per year)</i>	

- 33 2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears
34 on the employee's paychecks. All eligible employees may accrue up to a maximum
35 of twenty-five (25) vacation days.

- 1 3. Vacation leave is accrued while an employee is in paid status, but does not accrue
- 2 while an employee is in an unpaid status.
- 3 4. Holidays are not paid to employees who are in an unpaid status.
- 4 5. Designated Bartlett City Schools holidays that fall within the vacation schedule are not
- 5 to be counted as vacation days. Full-time, twelve-month employees will be paid for a
- 6 minimum of fourteen (14) paid holidays that will be determined annually and reflected
- 7 on the payroll calendar and paid during the corresponding payroll period.
- 8 6. Vacation schedules that shall be approved by the employee's immediate supervisor
- 9 should be planned in such a way that the operational procedures are not interrupted.

- 10 C. Full time classified employees working less than twelve (12) months
- 11 1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the
- 12 payroll calendar and paid during the corresponding payroll period. Ten (10) vacation
- 13 days are built into the employee's work calendar, so as to reduce the number of unpaid
- 14 days throughout the school year. These days are not paid out if the employee resigns
- 15 and are not for the employee's use.
- 16 2. The employee must work the day before and after a paid holiday in order to be paid
- 17 for the holiday
- 18 3. The employee uses such paid leave time as he/she is entitled to based upon
- 19 employment status to cover the day before and after a paid holiday.

- 20 D. Full time certified employees working less than twelve (12) months
- 21 1. Employees shall earn 1 vacation day for every 20 days worked and those days are
- 22 distributed throughout the employee's work calendar. These days are not paid out if
- 23 the employee resigns and are not for the employee's use.