Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Vacations and Holidays**	**5.310**	**07/14/25**
		Rescinds:	Issued: **08/10/20**

HOLIDAYS

Paid holidays are established for all employees of the school district with the adoption of an annual school calendar. Holidays for which the employee will be paid are based upon the length of an employee's contract and will be shared with the employee as part of their annual work schedule.[1]

VACATIONS[2]

Vacation days earned by 11- and 12-month employees shall be communicated via their annual work schedule. Vacation time is not cumulative and the Director of Schools/Designee shall approve the use of a vacation day.

Employees who regularly work less than a full day shall receive vacation or holiday pay equal to the usual daily rate of pay.

Legal References

1. TCA 15-1-101
2. TCA 49-6-3004(b)