Bartlett City Board of Education		5028
Descriptor Term: **VACATIONS, HOLIDAYS, AND PERSONAL/PROFESSIONAL LEAVE**	Descriptor Code: **PERSONNEL**	Issue Date: **5/22/2014**
	Rescinds:	Revised: **09/26/2024** **06/25/2026**

Vacation days 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 full-time employees will begin to accrue vacation once the new employee completes one (1) month of continuous service.
3. Full-time twelve (12) month employees may use earned vacation days at the employee's discretion subject to state and federal law and Bartlett City Schools policy.
4. Full-time employees working less than twelve (12) months may not use vacation at the employee's discretion. Rather, vacation days may be used as they are built into or distributed throughout the employee's work calendar.
5. A full-time twelve (12) month employee who leaves the employment of Bartlett City Schools shall be paid for any unused earned vacation leave, provided the employee has completed six (6) months of service. Vacation days built into or distributed throughout employee schedules are not eligible for payment upon separation of employment.

B. Vacation for Twelve (12) Month Employees

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

Length of Service Vacation Accrued	**Semi-Monthly Basis**
One (1) month and one day, but less than one (1) year	.42
One (1) year, but less than five (5) years *(Maximum of 10 days per year)*	.42
Five (5) years, but less than ten (10) years *(Maximum of 12 days per year)*	.50
Ten (10) years, but less than fifteen (15) years *(Maximum of 15 days per year)*	.63
Fifteen years or more *(Maximum of 20 days per year)*	.84

2. Vacation is accrued semi-monthly, and accrual rates are based on the employee's length of service. The effective date of vacation accrual based on length of service shall be the anniversary of the employee's date of hire.
3. Employees may accrue up to a maximum of twenty-five (25) days of vacation leave. Any vacation days accrued in excess of twenty-five (25) shall be converted to sick leave days upon accruing the 26th day.
4. Vacation leave is accrued while an employee is in paid status but does not accrue while an employee is in an unpaid status.
5. To the greatest extent possible, full-time twelve (12) month employees shall receive prior approval from the employee's immediate supervisor before taking vacation. Employees should strive to avoid interruptions to business operations when scheduling vacation leave.

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

1. Ten (10) paid holidays are built into the employee's work calendar so as to reduce the number of unpaid days throughout the school year.
2. Vacation days built into the work calendar are not paid out upon separation of employment.

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

1. Certified employees working less than twelve (12) months shall earn 1 vacation day for every twenty (20) days worked, and those days are distributed throughout the employee's work calendar.
2. Vacation days distributed throughout the employee's work calendar are not paid out upon separation of employment.

Holidays

A. Twelve (12) Month Employees

1. Designated Bartlett City Schools holidays that fall within a twelve (12) month employee's vacation leave shall not be counted as vacation days. Full-time, twelve (12) month employees will be paid for a minimum of fourteen (14) paid holidays that will be determined annually, reflected on the payroll calendar, and paid during the corresponding payroll period.
2. Holidays are not paid to employees who are in unpaid status.

B. Full-time Classified Employees working less than twelve (12) months

1. Ten (10) paid holidays will be determined annually, reflected on the payroll calendar, and paid during the corresponding payroll period.
2. An employee must be in paid status the day before and the day after a paid holiday in order to receive holiday pay.

Personal/Professional Leave

A. Temporary and part-time employees are not eligible for personal/professional leave.

B. Personal leave is intended to be used for personal/professional reasons and shall be taken and charged in at least one-half (1/2) day increments.

C. Full-time classified employees receive one (1) day per year to be used for personal business in addition to earned sick leave. One (1) unused day at the end of the school year may be converted to sick days.

D. Full-time certified employees shall receive, four (4) personal/professional days per year at the rate of two (2) days for each half-year employed. These personal/professional days are earned in addition to earned sick leave.[1]

E. All full-time employees who have reached the last step on the BCS salary schedule shall receive, in the year following final step advancement, one (1) additional personal/professional day per year in addition to the personal day(s) earned under Paragraphs C and D. A maximum of four (4) unused personal and professional days may be converted to sick days.

F. Personal/professional days may be advanced. Upon separation of employment before the personal/professional leave days are earned, there shall be deducted from the final paycheck of the employee an amount sufficient to cover the excess personal/professional days used based on that employee's daily rate of pay.

G. Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Personal/professional day requests must be submitted to the school Principal, for school-based staff, or to the Superintendent/designee, for Central Office based staff.
2. Except in an emergency, employees shall give their immediate supervisor at least one (1) day's written notice of intent to take leave;
3. The approval of the school Principal shall be required:[2]
    a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
    b. If requested during any prior established student examination period;
    c. If requested on the day immediately preceding or following a holiday or vacation period;
    d. If requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Bartlett City Board of Education prior to the commencement of the school year; or
    e. If requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Bartlett City Board of Education prior to the commencement of the school year.

[1] T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

[2] T.C.A. §49-5-711(c)(1)