

Murfreesboro City School Board

Monitoring:
Review: Annually, in
February

Descriptor Term:

Vacations and Holidays

Descriptor Code:
5.310

Issued Date:
06/14/22

Rescinds:
5.310

Issued:
05/28/24

HOLIDAYS

Depending on the length of an employee's contract, paid holidays for employees of the District are:

New Year's Eve
New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Good Friday
Memorial Day (11 and 12-month employees only)
Independence Day (12-month employees only)
Labor Day
Thanksgiving
Day following Thanksgiving
Christmas Eve
Christmas Day

When a recognized holiday falls on a Saturday, it shall be observed on the preceding day. When a recognized holiday falls on a Sunday, it shall be observed on the following day.

~~VACATIONS~~¹**VACATION ELIGIBILITY**¹

Vacation leave is available only to eligible full-time employees employed on a twelve-month basis, as set forth in this policy.

Temporary employees and part-time employees are not eligible to earn or use vacation leave.

Employees may not transfer accrued vacation leave to Murfreesboro City Schools from a former employer.

VACATION LEAVE ACCRUAL

~~1. Eligible twelve-month employees shall earn and accrue vacation leave based on years of continuous service with Murfreesboro City Schools. Central Office classified employees and other certified personnel employed by the District on a twelve-month, full-time basis with Murfreesboro City Schools shall earn and accrue vacation as follows:~~

Classified Employees

~~1 thru 5 years — 1 day per month~~
~~6 thru 10 years — 1 1/4 days per month~~
~~Over 10 years — 1 1/2 days per month~~

Certified Employees

~~1 thru~~through 5 years — 1 day per month
~~6 thru~~through 10 years — 1 1/4 days per month
Over 10 years — 1 2/3 days per month

Beginning on May 28, 2024, vacation accrual based on years of service as outlined above only includes service with Murfreesboro City Schools.

Increased accrual rates shall become effective on the anniversary of the employee's date of hire, provided the employee has remained in continuous service.

Vacation days must be earned before they may be used.

Vacation leave may be taken in one-half day increments

~~2. Employees cannot transfer accrued vacation time to Murfreesboro City Schools from a former employer.~~

~~3. Temporary and part-time employees are not entitled to vacation.~~

SCHEDULING AND APPROVAL OF VACATION LEAVE

Employees shall utilize their vacation time so as to minimize disruption to District operations. The Director of Schools, department heads, and supervisors must consider ~~school system business~~District operational needs prior to approving an employee's vacation request.

~~The use of vacation time during the week before the school year begins through the first week of school and during the week before the school year ends through the first week that school is out is highly discouraged. Vacation time requests during these periods must receive the prior approval of the Director of Schools. During all other parts of the year, v~~Vacation requests must receive the prior approval of the employee's supervisor or department head. Except in emergency situations, vacation leave must be requested at least five (5) days in advance.

~~4. No more than ten (10) vacation days may be taken in succession consecutively without approval of the Director of Schools; provided, however, this rule shall be waived for medical reasons and family medical leave when an employee has no sick leave available, pursuant to applicable law or Board policy.~~

~~5. Vacation days must be earned before they can be used.~~

~~6. Vacation may be taken in 1/2 day increments.~~

~~7. The Human Resources Department shall maintain all vacation leave records and be responsible for verifying an employee's eligibility to utilize vacation time.~~

CARRYOVER AND CONVERSION TO SICK LEAVE

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~~No more than thirty (30) vacation days may be carried over after June 30, 2026. No more than thirty (30) vacation days may be carried over after June 30th of each year.~~

~~Annual leave accrued in excess of the applicable maximum shall be transferred to sick leave on June 30th of each year. Upon termination of employment, any accrued vacation in excess of the appropriate carry forward amount shall be credited to the sick leave balance of the terminating employee. Payment for accrued vacation shall be paid at the employee's current rate of pay.~~

PAYMENT OF VACATION LEAVE UPON SEPARATION

~~Upon resignation or retirement in good standing, an employee shall be eligible for payment of accrued but unused vacation leave earned during the current fiscal year only. Payment for eligible accrued vacation leave shall be made at the employee's current rate of pay. Upon resignation or retirement in good standing, an employee shall be eligible for payment of accrued but unused vacation leave, up to a maximum of thirty (30) days or the employee's accrued vacation leave balance at the time of separation, whichever is less. Payment shall be made at the employee's current rate of base pay.~~

~~Employees who are terminated for cause, or who resign in lieu of disciplinary action pursuant to Board Policies 5.200, 5.201, or 5.202, shall not be eligible for payment of accrued vacation leave unless otherwise required by law.~~

DISCRETIONARY DISTRICT CLOSURE DAYS

~~The Director of Schools may, in the Director's discretion, designate certain workdays as non-working days for eligible full-time employees, including days that occur during fall break, winter break, spring break, or other periods when schools or district offices are closed or operating on a modified schedule. Discretionary closure days are not earned vacation leave, sick leave, personal leave, or holidays. Such days do not accrue, carry over, or result in payment upon separation from employment.~~

~~8- The Director of Schools may determine employee eligibility for discretionary closure days based on District operational needs, employee classification, work location, contract length, essential personnel needs, and other relevant factors.~~

~~9. The increased accrual rates are based on the length of service and become effective on the anniversary of the employee's date of hire, provided they have been in continuous service.~~

~~10. Retirees may request lump sum payments of vacation. However, the amount of payment cannot be reported or used as part of the average final compensation. Should a retiree elect not to receive the lump sum payment for vacation, the retiree will be extended on the payroll until all vacation has been used. In such a case, the school system will make retirement contributions on behalf of the employee and creditable service for retirement will be granted.~~

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Legal References

1. [TCA 49-6-3004\(b\)](#)

Cross References

Orientation and Probation 5.107
Short Term Leaves of Absence 5.300