

Wilson County Board of Education

Policy Description:

Vacations and Holidays for Twelve (12) Month Employees

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Policy Number:

5.310

Amended Date:

04/07/08

Rescinds:
600.8/Classified Appendix
B/Classified 9

Issued: 08/96

1 PAID HOLIDAYS

2
3 The following paid holidays will be provided for all twelve (12) month certified and classified employees:

4
5 New Year's Day

6 Martin Luther King Day

7 Presidents Day

8 3 days at Easter

9 Memorial Day

10 Fourth of July

11 Labor Day

12 Thanksgiving Day and the day after

13 Five days at Christmas

14
15 Supervisors will provide information regarding holidays observed by employees within individual departments.

16 Holiday pay is provided all employees except temporary employees and part time employees. Any unpaid
17 absence the day before or after a holiday will result in forfeiture of pay for that particular holiday.

19 VACATION DAYS (Applies to employees new to the system after July 1, 2004)*

20
21 Vacation days will be earned at the following rate:

22
23 0-7 years 1 day per month

24 8-12 years 1 ½ days per month

25 13+ years 2 days per month

26
27 No vacation days will be advanced.

28
29

* Employees working for Wilson County Schools prior to July 1, 2004 may accrue up to thirty-five (35) vacation days at nineteen (19) or more years of service.

1 Vacation days may be accumulated as follows:

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- 0-7 years experience may accumulate 20 vacation days
- 8-12 years experience may accumulate 25 vacation days
- 13+ years experience may accumulate 30 vacation days

7 All vacation time must be documented with cards before payroll checks will be issued.

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