

District: Tupelo Public School District
Section: G - Personnel
Policy Code: GCRH - Non-Certified Employee Vacation - Paid

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Each full-time twelve-month employee will be entitled to ten days paid vacation with accumulation of not more than thirty days. Additionally, full-time employees will be paid for the district holidays listed below. Vacation time will be prorated for employees starting to work after the beginning of their normal starting time. Vacation must be scheduled with the approval of the immediate supervisor of the employee.

The district will be observed the following holidays and all offices and departments will be closed:

New Year's Day
M. L. King Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

If a holiday falls during the vacation of an employee, one extra day may be taken to compensate for the holiday. When a holiday occurs on a weekend, the district holiday will correspond to the date designated by the City of Tupelo.

Adopted Date: 2/22/2013

Approved/Revised Date:

District: Tupelo Public School District
Section: G - Personnel
Policy Code: GBRK - Certified Employee Vacations and Holidays

LICENSED STAFF VACATIONS AND HOLIDAYS

Each full-time twelve-month employee will be entitled to ten days paid vacation with accumulation of not more than thirty days. Additionally, twelve month employees will be paid for holidays observed by the district. Unused vacation leave accumulated in excess of the maximum five days which may be carried over from one year to the next may be converted to sick leave in accordance with state law*. Vacation time will be prorated for employees starting to work after the beginning of the fiscal year.

The Board authorizes the superintendent to develop a vacation schedule and procedures consistent with this policy.

ADMINISTRATIVE PROCEDURES

1. The District will observe the following holidays and all offices and departments will be closed:
New Year's Day
M. L. King Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
2. If a holiday falls during the vacation of an employee, one extra day may be taken to compensate for the holiday.
3. When a holiday occurs on a Saturday, the District holiday will be observed on the Friday prior; when a holiday occurs on Sunday, the District holiday will be observed on the following Monday.
4. Vacation must be scheduled with the approval of the immediate supervisor of the employee.

* State law allows for the conversion of unused vacation/personal leave to sick days not to exceed the following: Continuous service of 1-3 yrs: convert maximum of 18 days per year; 37 months-8 years: convert maximum 21 days per year; 97 months-15 years: convert maximum 24 days per year; over 15 years: convert maximum 27 days per year.