

# Murfreesboro City School Board

|                                                     |                                                       |                                  |                                 |
|-----------------------------------------------------|-------------------------------------------------------|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually, in February</b> | Descriptor Term:<br><br><b>Vacations and Holidays</b> | Descriptor Code:<br><b>5.310</b> | Issued Date:<br><b>06/14/22</b> |
|                                                     |                                                       | Rescinds:<br><b>5.310</b>        | Issued:<br><b>05/28/24</b>      |

## **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)  
Juneteenth  
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.

## **VACATION ELIGIBILITY<sup>1</sup>**

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**

Eligible twelve-month employees shall earn and accrue vacation leave based on years of continuous service with Murfreesboro City Schools:

|                    |                      |
|--------------------|----------------------|
| 1 through 5 years  | 1 day per month      |
| 6 through 10 years | 1 1/4 days per month |
| Over 10 years      | 1 2/3 days per month |

30 Beginning on May 28, 2024, vacation accrual based on years of service as outlined above only includes  
31 service with Murfreesboro City Schools. Increased accrual rates shall become effective on the  
32 anniversary of the employee's date of hire, provided the employee has remained in continuous service.

33 Vacation days must be earned before they may be used.

34 Vacation leave may be taken in one-half day increments.

#### 35 **SCHEDULING AND APPROVAL OF VACATION LEAVE**

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

39 Vacation requests must receive the prior approval of the employee's supervisor or department head.  
40 Except in emergency situations, vacation leave must be requested at least five (5) days in advance.

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

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

#### 46 **CARRYOVER AND CONVERSION TO SICK LEAVE**

47 No more than thirty (30) vacation days may be carried over after June 30, 2026.

48 Annual leave accrued in excess of the applicable maximum shall be transferred to sick leave on June  
49 30th of each year.

#### 50 **PAYMENT OF VACATION LEAVE UPON SEPARATION**

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

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

#### 60 **DISCRETIONARY DISTRICT CLOSURE DAYS**

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

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



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#### Legal References

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

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#### Cross References

Orientation and Probation 5.107  
Short Term Leaves of Absence 5.300