

Hamilton County Department of Education
Policy Committee Meeting
August 5, 2024 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Call to Order - Dr. Joe Wingate, Chairman

II. Discussion of Second Read Policies

III. Discussion of proposed revisions to Policy 5.310 - Vacations and Holidays

IV. Adjourn

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Early Postsecondary Opportunities	Descriptor Code: 4.206	Issued Date: 12/16/04
		Rescinded:	Revised: 07/18/24

1
2 Early postsecondary opportunities (EPSOs) provide students with the opportunity to earn college credit
3 while in high school, develop the confidence and skills necessary for success in postsecondary, make
4 informed postsecondary and career decisions, and decrease the time and cost of completing a certificate
5 of degree.

6 7 **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, CAMBRIDGE** 8 **INTERNATIONAL AND COLLEGE LEVEL EXAM PROGRAM COURSES**

9
10 College Board's Advanced Placement (AP) courses, International Baccalaureate (IB) Diploma
11 Programme courses, Cambridge International Examination (CIE) courses and College Board's College
12 Level Examination Program (CLEP) exams offer ~~motivated~~ high school students the opportunity to take
13 challenging college level courses while in high school. Courses follow the learning objectives and course
14 descriptions as defined by the College Board, International Baccalaureate, or Cambridge International
15 and prepare students for culminating national exams that, if passed, can provide students college credit,
16 advanced standing, or both. The cost of AP courses to the student is the examination fee and the cost of
17 IB course work is the registration fee and any individual course costs.

18
19 While these courses are open to all students, those who choose to take Advanced Placement,
20 International Baccalaureate, or Cambridge International courses, as well as their parents, must be
21 committed to the college level academic demands necessary to the course as defined by the respective
22 programs. In addition, students are expected to complete the exams that are required for students to earn
23 college credit. Whenever possible, the district will seek to support families who need financial assistance
24 to pay examination fees, through waiver applications with program sponsors and/or direct funding from
25 school or district budget.

26
27 Grades earned in college level courses are eligible for additional percentage point weighting for students
28 who sit for the aligned culminating exam and will be included in determining class rank, grade point
29 average, and class valedictorian or salutatorian.

30 31 **LOCAL DUAL CREDIT**

32
33 Local dual credit is a high school course aligned to a local postsecondary institutions course and exam.
34 Students who pass the exam earn credits that are accepted and/or recognized by the specific
35 postsecondary institution(s) participating in the articulation agreement. Courses are taught by licensed
36 high school teachers or certified college instructors approved by Hamilton County Schools and the
37 postsecondary institutions. Depending on the course, there may be a cost associated with the challenge
38 exam that is the responsibility of the student to pay.
39

1 Grades earned in college-level courses are eligible for additional percentage point weighting for students
2 who sit for the aligned culminating exam and will be included in determining class rank, grade point
3 average, and class valedictorian or salutatorian.

4 5 **STATEWIDE DUAL CREDIT**

6
7 A statewide dual credit (SDC) course is a high school course that incorporates postsecondary learning
8 objectives and is aligned with an approved dual credit challenge exam. These college level courses are
9 taught at the high school level by trained high school teachers.

10
11 All students enrolled in an identified statewide dual credit course offered through the district must sit for
12 the challenge exam. Students which meet or exceed the exam ‘cut score’ receive college credit that can
13 be applied to any Tennessee public postsecondary institution.

14
15 Grades earned in college level courses are eligible for additional percentage point weighting for students
16 who sit for the aligned culminating exam and will be included in determining class rank, grade point
17 average, and class valedictorian or salutatorian.

18 19 **DUAL ENROLLMENT**

20
21 Dual enrollment (DE) is a postsecondary course, taught either at the postsecondary institution or at the
22 high school, by postsecondary faculty or credentialed adjunct faculty. Dual enrollment instructors must
23 meet postsecondary requirements, but do not have to meet specific TN teacher licensure or endorsement
24 requirements. Dual enrollment courses can be taught at the postsecondary campus, the high school, or
25 online. The location of the course does not affect its status as a dual enrollment course.

26
27 Students who are in good standing in their high schools and who met the registration requirements of the
28 college and successfully complete the course earn both college credits and credits toward their high
29 school diploma. Approval by the principal shall be required before enrollment. The Tennessee Dual
30 Enrollment Grant currently provides funding for dual enrollment courses at eligible higher education
31 institutions for students who meet the eligibility criteria. This funding may not cover all costs of each
32 course, including but not limited to, fees and textbooks. ~~state department of education currently provides~~
33 ~~funding for five enrollment courses for all students.~~ Beyond those state funds, students are expected to
34 pay college tuition, course fees, purchase college textbooks, and provide transportation when the college
35 class is not on the high school campus.

36
37 Grades earned in college level courses are eligible for additional percentage point weighting for students
38 who sit for the aligned culminating exam and will be included in determining class rank, grade point
39 average, and class valedictorian or salutatorian.

40 41 **INDUSTRY CERTIFICATION**

42
43 Industry certifications (IC) are earned through secondary and postsecondary career and technical
44 education programs and courses. High school students are encouraged to focus their elective credits on
45 robust, career-aligned learning pathways. Robust learning pathways should culminate with the
46 achievement of nationally recognized industry certifications, meaningful work-based learning

1 experiences, and/or attainment of postsecondary credit hours through early postsecondary opportunities.
2 As it pertains to industry certifications, all department-promoted certifications are aligned with
3 postsecondary and employment opportunities and with the competencies and skills that students should
4 have acquired through their chosen programs of study.

5
6 Career and technical education courses that are aligned to industry certification recognized by the
7 Tennessee Department of Education are eligible for additional percentage point weighting for students
8 who sit for the identified industry certification exam.

10 HAMILTON COUNTY COLLEGIATE HIGH

11
12 Hamilton County Collegiate High is a partnership between the Hamilton County Schools and
13 Chattanooga State Community College where students earn both a high school diploma and college
14 credits with the potential of earning an associate's degree. Students who attend the Hamilton County
15 Collegiate High and who meet the admission requirements for the sponsoring college pay tuition,
16 purchase textbooks, and furnish transportation. Students must meet Hamilton County graduation
17 requirements.

19 EARLY ADMISSION

20
21 In keeping with the State Board of Education's endorsement of the Early Admission Program, a high
22 school student may complete the twelfth grade at a participating institution of higher learning.¹ The
23 student will earn a year's credit in college at the same time that he earns credit for his/her senior year in
24 high school.

27 Legal Reference:

- 28 1. TRR/MS 0520-1-3-.06(4)(a) 5
- 29 2. TRR/MS 0520-1-3-.04(3)(h)

Cross Reference:

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Supplementary Programs	Descriptor Code: 4.207	Issued Date: 12/16/04
		Rescinded:	Revised: 07/18/24

1
2 The district provides supplemental programs to support student learning, promotion and credit
3 attainment beyond standard enrollment during the traditional school day or school calendar.
4

5 **SUMMER PROGRAMS**

6
7 Summer programs shall be under the control and management of the Board and shall comply with Rules
8 and Regulations of the State Board of Education.¹ ~~The summer programs shall provide opportunities for~~
9 ~~remediation and enrichment at the elementary, middle, and high school levels and special programs~~
10 ~~funded by state, federal, and/or private grants.~~

11 **GRADUATION SUCCESS PROGRAM**

12
13
14 An alternate program may be provided to enable students to meet graduation requirements. The director
15 of schools or his/her designee will appoint a member of the staff to coordinate, plan, and develop the
16 program.

17 **EVENING EDUCATION PROGRAMS**

18
19
20 Evening programs shall be made available for students who have a need for additional options to earn
21 credits and/or other concerns as identified by school staff.²

22
23 Evening education programs are managed at the school level. Principals in consultation with the
24 appropriate executive director should coordinate, plan, and develop the program.

25 **VIRTUAL LEARNING PROGRAMS**

26
27
28 Virtual Learning Programs provide an alternative way for students to earn academic credits. The Director
29 of Schools or his/her designee will appoint a member of the staff to coordinate, plan, and develop the
30 program.

31 32 33 34 35 36 37 38 39 Legal References:

- 40 1. TRR/MS 0520-1-3-03(7)(A)
- 41 2. TCA 49-6-501

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 04/20/17
		Rescinded:	Revised: 07/18/24

GENERAL

Credit recovery is a course-specific, standards based extended learning opportunity for students who have previously been unsuccessful in mastering the standards required to receive course credit or earn promotion. Credit recovery programs, in general, have a primary focus of helping students stay in school and graduate on time.

The director of schools or his/her designee shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management and related technology.

Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

ADMISSION AND REMOVAL¹

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course which is designed as a remediation option for students, and credit recovery course shall not be the first time a student is exposed to the content.
3. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

Student admission to credit recovery courses is also subject to the availability of the coursework and available enrollment spots. Attendance records, discipline, and appropriate progress in coursework may be used as requirements for enrollment.

The board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

INSTRUCTION AND CONTENT

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction.

The director of schools or his/her designee shall ensure that all credit recovery courses:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and
2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

Students in credit recovery programs shall:

1. Complete a course ~~skill-standard~~-specific diagnostic to determine ~~skill-standard~~-specific goals;
2. Meet individual ~~skill-standard~~-specific goals in a flexible time frame as established by identified student need; and
3. Be required to complete additional assignments as directed by the credit recovery teacher of record; and
4. Master all individualized ~~skill-standard~~-specific goals and assignments as established by the diagnostic process and the credit recovery teacher of record, in order to earn credit.

GRADES

~~The director of schools shall establish a grading formula for credit recovery courses that includes the original failing grade in the calculation of the final credit recovery grade.~~

- ~~• Students passing credit recovery shall receive a grade of sixty percent (60%).~~
- ~~• The student transcript shall denote that the credit was attained through credit recovery.~~
- ~~• The original failing grade may also be listed on the transcript, but shall not factor into the students GPA, in accordance with the State Board of Education's Uniform Grading Policy (3.103).~~

Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform Grading Policy (3.103).

For grades issued in the 2022-23 school year and thereafter, students passing credit recovery courses shall receive a grade of sixty percent (60%). For grades issued up until the 2022-23 school year, students passing credit recovery course shall receive a grade of seventy percent (70%).

The student transcript shall denote that the credit was attained through credit recovery.

The original failing grade may also be listed on the transcript, but shall not factor into the students GPA, in accordance with the State Board of Education's Uniform Grading Policy (3.103).

Legal References:

Cross References:

SBOE Policy 2.10

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Driver's License Revocation	Descriptor Code: 4.603	Issued Date: 12/16/04
		Rescinded:	Revised: 07/18/24

1
2 Any student (15) years of age or older who accumulates ten (10) consecutive or fifteen (15) total
3 unexcused absences during any semester is rendered ineligible to retain a driver's permit or license, or
4 to obtain such if of age. The principal shall be responsible for notifying, in writing the director of
5 schools/designee and the parents/guardians of the student of any action taken by the school. The
6 director of schools/designee shall provide notice to the department of safety of the student's
7 withdrawal.
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

36 Legal References:

- 37 1. TCA 49-6-3017;
- 38 ~~2. TCA 55-50-511(a)(b)~~
- 39 ~~3. TCA 55-50-512(a)(d)~~
- 40 ~~4. TCA 55-50-513~~

Cross References:

Attendance 6.200

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Graduation Requirements	Descriptor Code: 4.606	Issued Date: Click here to enter a date.
		Rescinded:	Revised: 06/18/24

GENERAL

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall;

1. Achieve the specified units of credit;
2. Take the required end of course exams;¹
3. Have satisfactory records of attendance and conduct
4. Take the ACT or SAT in the 11th grade;² and
5. ~~Successfully complete~~ **Take and pass** a United States civics test.³

SPECIAL EDUCATION STUDENTS⁴

Special education students who successfully complete their Individualized Educational Program (IEP), pass the required competency assessment and have satisfactory records of attendance and conduct shall be awarded a regular diploma. A special education diploma shall be awarded to students who have satisfactorily completed their IEP and who have satisfactory records of attendance and conduct, but who have not met the proficiency testing requirements.⁵

Special education students who do not meet the requirements for a high school diploma may be awarded an occupational diploma if the student has:^{1,4}

1. satisfactorily completed their IEP;
2. maintained satisfactory records of attendance and conduct;
3. completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA);
4. completed at least four (4) years of high school; and
5. has two (2) years of paid or non-paid work experience.

The decision to attain an occupational diploma shall be made at the conclusion of the student's tenth (10th) grade year, or two (2) academic years prior to the expected graduation date. Students who have received an occupational diploma shall continue to make progress towards a high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Beginning with students entering the ninth (9th) grade in 2018, an alternate academic diploma (ADA) may be awarded to students with the most significant cognitive disabilities at the end of their fourth (4th) year of high school who have:

1. participated in the high school alternate assessments;
2. earned the prescribed twenty-two (22) credit minimum;
3. received special education services or supports and made satisfactory progress on an IEP;
4. have satisfactory records of attendance and conduct; and
5. have completed a transition assessment(s) that measures, at a minimum, postsecondary education and training, employment, independent living, and community involvement.

The required credits may be earned either through the state-approved standards or through alternate academic diploma course requirements defined by the Department of Education. A student who earns an alternate academic diploma shall continue to be eligible for special education services under IDEA until the student receives a traditional high school diploma or through the school year in which the student turns twenty-two (22).

STUDENT LOAD

All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the director of schools and then to the board.⁶

EARLY GRADUATION⁷

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade, or as soon thereafter as the intent is known.

In order to graduate early, students must meet the following requirements:

1. Earn the required eighteen (18) credits;
2. Score on-track or mastered level on each end-of-course assessment taken, excluding end-of-course assessments taken during the student's final semester prior to early graduation;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. ~~Achieve a~~ Meet benchmark scores of twenty-five (25) or higher on the mathematics portion of the ACT and twenty-five (25) or higher on the English portion on the ACT, or equivalent scores on the SAT (scores may come from different test administrations); ~~for each required end-of-course exam;~~
5. ~~Meet the minimum ACT or SAT benchmark score;~~
6. ~~Obtain a qualifying benchmark score on a~~ Achieve a passing score on a nationally recognized world language proficiency assessment; and
7. Complete at least two (2) types of postsecondary courses. ~~the following courses~~
 - a. ~~AP;~~
 - b. ~~IB;~~
 - e. ~~Dual enrollment; or~~
 - d. ~~Dual credit.~~

The director of schools or his/her designee shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law and state policy.

1
2
3
4
5
6
7
8
9

Legal References:

1. TCA 49-6-6001;
2. Public Acts of 2016, Chp. No. 844;
3. Public Acts of 2016, Chapter No. 499;
4. TRR/MS 0520-01-03-.06(1)(a);
5. TCA 49-6-6005;
6. TRR/MS 0520-01-03-.03(6);
7. TCA 49-6-8303

Cross References:

- Basic Curriculum Program 4.201
Class Ranking 4.602

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Religion in the Curriculum	Descriptor Code: 4.801	Issued Date: 12/16/04
		Rescinded:	Revised: 07/18/24

1
2 It is essential that the teaching *about* religion and not *of* a religion be conducted in a factual, objective
3 and respectful manner. ~~The director of schools shall be responsible for developing guidelines.~~ in
4 accordance with the following:

- 5
- 6 1. The inclusion of religion shall be for educational purposes only;¹
- 7 2. Music, art, literature, or drama with a religious theme or basis are permitted as part of the
8 curriculum for school-sponsored activities and programs provided it is essential to the learning
9 experience in the various fields of study and is presented objectively;
- 10 3. The emphasis on religious themes in the arts, literature, and history shall be only as extensive
11 as necessary for a balanced and comprehensive study of these areas. Such studies shall never
12 foster any particular religious tenets or demean any religious beliefs; and
- 13 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
14 beliefs about a religious theme shall be accommodated.
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30

31
32 _____
33 Legal References:

31
32 _____
33 Cross References:
34 Basic Curriculum Program 4.201
35 Staff Rights & Responsibilities 5.600

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 12/16/04
		Rescinded:	Revised: 07/20/24

1
2 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
3 All substitute teachers shall be employed by the Director of Schools and paid by the Board or by a third-
4 party employer through an agreement with the Board.²

5 6 APPLICATION/QUALIFICATIONS

7
8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9
10 Applicants whose records ~~with the State Department of Education in Tennessee or any other state~~
11 indicate that a license or certificate ~~currently in is suspended or~~ revoked ~~status~~ shall not be hired.⁴

12
13 Qualifications for substitute teachers shall be:

- 14
15 1. A completed application
- 16 2. Proper identification in accordance with the Form I-9 Acceptable Documents
- 17 3. Copy of High School Diploma or GED Certificate
- 18 4. College transcripts, if applicable
- 19 5. At least one favorable reference
- 20 6. Pass a criminal background check - All new employees are required by the State of Tennessee
21 and School Board Policy to be fingerprinted for a criminal background check, at his/her expense,
22 as a condition of employment. The fee must be paid at the time he/she is fingerprinted.

23
24 In order to be paid as a degreed substitute, a copy of college transcript showing date degree was conferred
25 or a copy of college diploma is required.

26
27 To be paid as a certified substitute, a copy of a valid Tennessee Teaching License is required.

28
29 The substitute teacher lists will be prepared by the [director of schools, personnel director, or designee.]
30 who will maintain a complete file on all substitute teachers. This file will include transcripts, credentials,
31 recommendations, and other pertinent information. A list of all approved substitutes shall be provided
32 to all building principals. **Only** those persons on the approved substitute list shall be employed to
33 substitute teach.

34 35 COMPENSATION

36
37 The compensation of substitute teachers is determined annually by the Board.

38 39 CERTIFICATION

40
41 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
42 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵

43 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
44 the state salary schedule.¹

45
46 Retired teachers may substitute in addition to the one hundred twenty (120) days per year without loss
47 of retirement benefits,¹ if the Director of Schools certifies in writing to the State Board of Education that
48 no other qualified personnel are available to substitute teach.⁶

50 **EMERGENCY NEEDS**

51
52 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
53 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
54 unable to arrive on time or remain for the full day.

55
56 Such substitutes shall receive their regular salary.

57 **TRAINING AND ORIENTATION**

58
59 The Director of Schools or approved third party shall be responsible for providing appropriate training
60 and development programs for substitute teachers, including school safety training and emergency
61 response procedures.
62

63
64 All substitute teachers shall be required to attend an orientation session held at the beginning of each
65 school year to provide instructions regarding reporting, pay schedules, and other pertinent information
66 and to answer questions.

67
68 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
69 teacher, including bus duty and playground supervision.

70 **RE-EMPLOYMENT/TERMINATION**

71
72 On an annual basis, the Director of Schools, with input from the principals, shall determine which
73 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
74 acceptable level shall not be re-employed.

75
76 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
77 the principal if they wish to terminate their service as substitutes.

78
79

80 **Legal References:**

- 81 1. TRR/MS 0520-1-2-.04
- 82 2. TCA 49-5-709
- 83 3. TCA 49-5-413
- 84 4. TCA 49-2-203(a)
- 85 5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
- 86 6. TCA 8-36-805
- 87

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 01/17/08
		Rescinded:	Revised: 07/18/24

VACATIONS

Vacation time is provided in order to grant time off with pay to eligible employees in recognition of their service to the Hamilton County Department of Education and to allow employees a reasonable period of time each year for rest and reprieve from job responsibilities.

ELIGIBILITY

The provisions pertaining to vacation leave applies only to eligible certified and classified employees unless otherwise covered by a Memorandum of Understanding (MOU) or by an employment agreement.

Eligible employees shall be those certified and classified employees in full-time, twelve (12) month positions.

Please note that Assistant Principals who work either a 230-, 240-, or 250-day calendar may also be eligible for vacation but may not be able to accumulate vacation and must use it within the school calendar year. Please note the amount of vacation is based on the number of calendar days worked.

The below formula for accruing vacation leave applies to leave earned **on or after August 1, 2024**. Any vacation leave accumulated prior to that date shall not be modified by any provision set forth in this policy.

Vacation pay is calculated on the basis of the employee's regular rate of pay at the time the vacation is taken.

An employee hired by the District who meets eligibility criteria under this vacation leave policy shall begin accruing vacation credit upon initial employment.

Beginning August 1, 2024, all eligible employees shall earn vacation according to the following schedule:

<u>Years of Employment with HCDE</u>	<u>Days Earned</u>
0-9 Years	1 day per month
10-19 Years	1.5 days per month
20 + Years*	2 days per month

*At the Director of Schools' discretion, may award up to 2 days per month to new employees as a recruiting incentive based on an employee's employment experience outside the district.

ACCRUALS DURING LEAVES OF ABSENCE

Vacation leave will accrue while an employee is on an approved FMLA leave of absence and in paid status. Vacation leave will not accrue while an employee is on an approved FMLA leave of absence in an unpaid status, on unapproved leave, or on an approved non-FMLA leave of absence. Vacation leave will not accrue while an employee is in an unpaid status for any reason.

Vacation leave is accrued per payroll period. The accumulated amount of leave available will be shown on an employee's pay stub.

APPLICABLE CAPS ON VACATION LEAVE

Employees Hired on or after July 1, 2024

All employees hired on or after July 1, 2024 will have a vacation leave cap of 360 hours.

Employees Hired Prior to July 1, 2024

Beginning July 1, 2025, maximum vacation leave for all eligible employees with less than 360 vacation leave hours will be capped at 360 hours.

Employees who have accrued 360 or more hours of vacation leave as of July 1, 2025, will continue to earn additional annual vacation, but any hours accrued beyond to the number of hours accumulated as of June 30, 2024, will not carry over past the end of the fiscal year. Vacation accrued, but not taken during that fiscal year or any subsequent fiscal year, will be lost and not paid out of accrued going forward.

VACATION LEAVE REQUESTS

Vacation leaves are subject to the approval of the employee's immediate supervisor and should be planned in such a way that effective and efficient operations of the school system are not diminished or disrupted. As such, vacation leave should be requested with as much advance notice as reasonably possible. Requested vacation leave during school milestones such as school opening, graduations, etc. may also require the approval of the Director of Schools. Because of work requirements, from time to time, it may be necessary to deny a vacation leave request. While the district will try to accommodate all reasonable vacation leave requests, the district retains the right to decline deny vacation leave requests at its sole discretion.

Employees shall be allowed to use and be paid only for vacation leave time that falls on regularly scheduled workdays. Designated district holidays that fall within an employee's schedule vacation shall not be counted as vacation days.

In the event an employee is on an approved leave of absence, once the employee exhausts other forms of leave, the employee must then utilize any accrued vacation leave time.

CHANGE FROM VACATION ELIGIBLE TO AN INELIGIBLE POSITION OR NONACCRUAL POSITION

Employees transferring from a vacation eligible position to a vacation ineligible position shall be paid out any unused accrued vacation upon change in eligibility status. Please note should an employee move to a nonaccrual position; the employee will be paid the previously mentioned accumulated amount and not be paid the current fiscal year accruals.

TERMINATION OF EMPLOYMENT

Employees Hired on or After July 1, 2024 or Within the 360-hour Cap

An employee who resigns, is terminated, or retires from employment with Hamilton County Department of Education shall be paid for any unused earned vacation leave. Such payment shall be at the salary rate at which the employee was paid on their last workday up to a maximum of three hundred and sixty (360) hours. Employees in a suspended status at the time of termination or those terminated for gross misconduct will not receive any payment for accrued leave.

Employees Hired Prior to July 1, 2024 and with more than 360 hours as of July 1, 2025

An employee who resigns, is terminated, or retires from employment with Hamilton County Department of Education shall be paid for any unused earned vacation leave. Such payment shall be at the salary rate at which the employee was paid on their last workday. Please note should an employee separate; the employee will be paid the previously mentioned accumulated amount and not the current fiscal year accruals. Employees in a suspended status at the time of termination or those terminated for gross misconduct will not receive any payment for accrued leave.

HOLIDAYS

An employee who is employed on a regular full-time basis twelve (12) calendar months per year is eligible for the following paid holidays:

New Year’s Day	2 days **
Martin Luther King Day	1 day
Spring Holiday	1 day
Memorial Day	1 day
Juneteenth	1 day
Independence Day	1 day
Labor Day	1 day
Thanksgiving	2 days *
Christmas	2 days **

*Thursday and Friday

**Definite days determined annually by the Director of Schools

134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151

TWELVE MONTH AND NON-TWELVE-MONTH EMPLOYEES AND HOLIDAY PAY

Any employee shall eligible for a paid holiday so long as the employee is in paid status on the day immediately preceding a holiday and the day immediately following a holiday.

Employees separating from their employment prior to or at the end of the fall semester and who do not intend to work the remainder of the school year shall not receive holiday, vacation, or other pay during winter break.

Legal References:

Cross References: