

Descriptor Term:

**GCRHA**

**VACATIONS**

ISSUE DATE: **9-19-05**  
REVISED: **6-17-13**

All full-time twelve-month employees will receive two weeks of vacation per fiscal year (July 1 - June 30).<sup>\*</sup> The vacation period will be agreed upon by the employee and his/her supervisor. Vacation time shall be earned at a rate of .83 days per full calendar month worked. The full two weeks vacation time shall be credited to the employee at the beginning of each fiscal year. A maximum of ten vacation days may be carried over from one year to the next, for a maximum of twenty days which can be used for vacation in any one school year. Vacation days, in excess of ten at the end of the fiscal year, will be converted to sick leave days.<sup>\*</sup>

All new employees to the Jackson County School District shall not be credited with any vacation days until July 1<sup>st</sup> following their employment date. Upon July 1<sup>st</sup>, said employee shall then be credited with .83 of a day for every full calendar month from their hire date through June 30<sup>th</sup> and the full two weeks allocation as prescribed in paragraph one of this policy.<sup>\*</sup>

If a non-certified staff member misses time for vacation purposes the absence will be charged hour for hour, for example, if an employee misses two (2) hours of work for vacation purposes they will be charged two (2) hours of vacation time for said time missed. If they are scheduled out an entire day, for vacation, they will be charged for however many hours they are normally scheduled to work. Each supervisor is granted the authority to require their employees to use vacation time in four (4) or eight (8) hour segments so that they may properly schedule substitute workers as needed.

Disposition of Leave upon Notice of Termination or Retirement:

If an employee leaves employment having taken vacation in excess in the number they have earned at that point during the fiscal year, pay for the excess days taken will be deducted from the employee's last paycheck. For example, if an employee takes a week of vacation (5 days) in July and leaves employment at the end of August, he/she will have earned only 1.66 days vacation. Therefore, an amount equal to 3.34 days salary (5 days minus 1.66 days) shall be deducted from the employee's final paycheck. If retiring, the employee shall be paid for not more than 30 days of unused accumulated leave while employed with this district at a rate equal to the amount paid to substitute teachers, if certified, or a rate equal to minimum wage, if non-certified. The payment shall be made on their last paycheck and shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103. Any remaining lawfully credited unused leave, including vacation leave that has not been taken prior to resignation date, shall be certified to PERS subject to same limitations as otherwise provided by law. Exempt employees, upon termination, forfeit any unused compensatory leave time. The beneficiary of an active employee who dies with unused personal/vacation leave, shall receive payment for all such leave accumulated but not used by the employee subject to a maximum of 30 days effective July 1, 2010. All such payments are to be reported as wages and are subject to the maximum annual earnings limitations.

ALL THE ABOVE IS SUBJECT TO THE STATE'S LEAVE LAW, AS AMENDED. Annual total number of converted unused personal/vacation days when added to the annual unused sick days for any employee may not exceed the combined allowable number of days per year provided in Miss. Code Ann. 25-3-93 and 25-3-95 (1972, as amended).