

GADQ: VACATION & PAID LEAVE**SECTION I: WHO MAY EARN VACATION**

Employees become eligible for vacation leave upon commencement of employment in a 239 or more days' position. Vacation leave will be accrued monthly but will be available for use beginning the first day of the fiscal year following the year of employment in a vacation-earning position. Employees with one month to three years of experience will earn 10 vacation days each year. Employees with 37 months to eight years of experience will earn 12 vacation days each year. Employees with more than eight years to 15 years of experience will earn 15 vacation days each year. Members of the superintendent's executive team will accrue vacation days up to the maximum amount allowed by Miss. Code Ann. §25-3-93.

SECTION II: USE OF EARNED VACATION DAYS

Requests for use of vacation days must be made in writing on the approved vacation request form and approved by the appropriate supervisor at least 24 hours before the beginning of the desired absence. Vacation leave may not exceed twenty (20) days in one fiscal year unless approved by the superintendent of schools or his designee.

A maximum of five (5) days of personal or vacation leave may be carried over from one year to the next. Any unused vacation or personal leave accumulated by employees above the maximum five (5) days for personal leave that may be carried over from one year to the next year may be converted to sick leave, but will not be available for use by the employee as vacation or personal leave. This conversion shall not exceed the allowable number of vacation or personal days as provided in Section I of this policy and Miss. Code Ann. §25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Section I of this policy and Miss. Code Ann. §25-3-95 sets forth the number of sick days given to employees.

SECTION III: TERMINATION OF EMPLOYMENT AT RETIREMENT

Upon termination of employment, unused vacation leave days for which the employee is entitled to full pay may be counted as creditable service for purposes of the retirement system to the extent provided in Section 25-11-103 of the Mississippi Code and the policies of the Public Employees Retirement System.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §§ 25-11-103, 25-3-93, and 25-3-95

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