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| <u>Section G:</u><br><br><b>Human<br/>Resources</b> | <b>Knox County Board of Education Policy</b>              |                  |             |
|   | Descriptor Term:  | Descriptor Code: | Issued:     |
|   | <b>Vacations and Holidays of<br/>Classified Personnel</b> | <b>G-591</b>     | <b>7/95</b> |
|   |   | Reviewed:        | Revised:    |
|   |   | <b>3/23</b>      | <b>5/08</b> |

## VACATIONS

Full-time employees on twelve months assignments earn vacation days at the rate of one (1) per month plus one (1) day per year worked for Knox County up to a total of eight (8) days. No more than twenty (20) vacation days can be carried over from year to year. Accumulated days plus days to be earned for the year will be advanced and credited to the employees on July 1 of each year. Employees are not eligible for vacation during their first 6 months of employment. The time of vacation must be approved by the Director of Schools and immediate supervisor.

## PAID HOLIDAYS

Classified personnel, if on active payroll at the time, shall be entitled to the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Winter Holiday
- New Year's

Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends or school is in session.