

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term: VACATION BREAK CENTRAL OFFICE NON-LICENSED (Twelve-Month Personnel)	Descriptor Number: PER 29	Date Adopted: 10/82

1. Full-time personnel employed on a twelve-month basis shall receive vacation as stated below.
 2. Vacation time for an individual employee shall be taken at such times that there will be a minimum disruption to the operations of the school system. Except in emergency, vacation leave must be requested at least one day in advance.*
 3. The leave entitlement for individual employees is as follows:

1st year	1 day per month starting fourth month*
2 thru 5 years	1 day per month
6 thru 10 years	1 1/4 days per month
Over 10 years	1 1/2 days per month
 4. (a) Vacation days must be earned before they can be used (see 3 above).
 (b) Vacation time will be verified by the Human Resources Department.
 5. Vacation leave may be accrued to a maximum of 30 days.
- * Vacation is not earned during the initial 90-day training period.