

TERRELL COUNTY BOARD POLICY
Professional Personnel Vacation

Descriptive Code: GBRIH
Issue Date: 07/12/2021
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Issue Date: 05/09/2005

Only those persons routinely employed on a twelve-month basis are eligible for annual leave. Within certain limits, these days may be used at the discretion of the individual. Arrangements and request for taking such leave must be given prior and must have the approval of the immediate supervisor.

Persons employed by the Board of Education on a twelve-month basis are entitled to two full weeks (10 working days) annual/vacation leave, after the first year of twelve-month employment. Twelve-month employees will earn such leave during the fiscal year July 1 through June 30. New twelve-month employees will earn 5 annual/vacation leave days in their first year.

Vacation/annual leave may be accumulated and carried forward to the next fiscal year subject to a maximum of twenty (20) unused days. On June 30th of each year, any accumulated vacation/annual leave in excess of twenty (20) days shall be forfeited.

Janitors can be paid for one week (5 days) vacation pay in lieu of vacation days in the December check. This is at the discretion of the superintendent.

Paid holidays are: New Years, MLK, Juneteenth, July 4th, Labor Day, Thanksgiving, and Christmas.

There are no provisions for the advancement of annual leave.