

ADMINISTRATIVE REGULATION
Vacation for 12-Month Employees

All twelve month employees entering the Sumter County School System will receive two weeks vacation. Vacation will be earned at a rate of .83333 day per month for the first calendar year of employment. That rate will continue each month until the employee reaches first July 1st after a year of employment. On July 1st the employee will earn 10 days of vacation.

Example: An employee that is hired November 1, 2005 would accrue .83333 for each month until July 1, 2007. A total of 19 months with accrued or used vacation of 15.83 days. At that time the employee would no longer accrue days but would receive 10 days vacation beginning each July 1st.

Employees may accrue a maximum of thirty days of vacation. No vacation can be earned beyond thirty days.

Vacation schedules for eligible employees are to be approved by the employee's immediate supervisor. Employees should try to plan vacation during the vacation season.

ADOPTED: June 8, 2006

SUMTER COUNTY BOARD OF EDUCATION