

VACATION FOR TWELVE MONTH EMPLOYEES

Vacation pay is granted to full-time (twelve-month) employees in accordance with the following schedule:

Number of Vacation Days

Every permanent full-time (twelve month) employee of the Bristol Virginia Public Schools shall be entitled to accumulate ten (10) paid vacation days per year if he or she has ten or fewer years of experience in the type of work he or she is engaged with the school system.

Every permanent full-time (twelve month) employee of the Bristol Virginia Public Schools shall be entitled to accumulate fifteen (15) paid vacation days per year if he or she has more than ten (10) years of experience in the type of work he or she is engaged with the school system.

How Vacation Days Are Accumulated

For employees with ten (10) or fewer years of appropriate experience, vacation days shall be accumulated at the rate of one vacation day per 36 ½ calendar days of employment.

For employees with more than ten (10) years of appropriate experience, vacation days shall be accumulated at the rate of one vacation day per 24 1/3 calendar days.

Vacation days carried over from one year to the next shall be limited to 30 days. The carry-over date shall be defined as October 31 of each year. If an employee has more than 30 days accumulated on October 31 of any year, the excess days beyond 30 shall be credited to the employee's sick leave accumulation. The superintendent has the authority to extend the carryover date on an individual basis due to extenuating circumstances.

Vacation time for certified personnel shall be taken at a time convenient to the school system and the individual employee involved, with the approval of the superintendent.

Vacation time for non-certified personnel must be scheduled with due respect for the custodial, maintenance, and security requirements of the individual schools.

Vacations should be scheduled well in advance of the desired time off.

Reimbursement of Unused Vacation Days

Employees terminating employment with Bristol Virginia Public Schools shall receive payout of up to 30 accumulated vacation days at their normal daily/hourly rate. Accumulated days in excess of 30 days will convert to sick leave and will be paid out in accordance with the sick leave policy.

Personnel on a ten-month or eleven-month contract basis with the Bristol Virginia Public Schools are not eligible for vacation benefits.

Adopted: by the Bristol Virginia School Board on November 7, 2005.

Revised: by the Bristol Virginia School Board on September 11, 2017.

BRISTOL CITY PUBLIC SCHOOLS