

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 5.310

## Vacation Accrual

## **Vacation Accrual - Administrative Procedure**

### **Overview:**

Vacation days are accrued per BOE Policy 5.310 based on years of service, hire date, and position.

### **Accrual Schedule:**

Full time, twelve-month employees whose primary work location is the School Administration Building will have vacation days loaded to the system according to the following schedule:

- Administrators: Full year posted on July 15
- Support Employees: 6 months posted on July 15 and 6 months posted on January 15.

Employees whose primary work location is not the School Administration Building will have vacation days loaded to the system according to the following schedule:

- Administrators: Full year posted on July 15
- Support Employees: Monthly on the 15<sup>th</sup> of each month.

### **Additional Information:**

The above schedule is with the understanding that all vacation is earned on an accrual basis. At the time of departure from employment, any preloaded vacation days will be prorated based on the number of months worked. If this proration results in a negative vacation balance, the final pay will be reduced by the unearned vacation days that were utilized.