

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, eleven-month & full-time, twelve-month employees will have vacation days loaded to Skyward according to the following schedule:

- Administrators: Full year posted on July 15
- Support Employees:
 - After 6-month probationary period: Full year posted on July 15
 - During 6-month probationary period:
 - Monthly accrual in months 1-6
 - Remaining months posted for contract year in month 7

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.