

STATE OF TENNESSEE  
Sumner County



Date: February 26, 2024

Board of County Commissioners  
**DOCKETING NOTICE**

No. 2402-20

**DOCKETING INFORMATION CONCERNING THE COUNTY CLERK  
PERSONNEL POLICY**

**TAKE NOTICE** the Sumner County Board of County Commissioners meeting in regular session on this the 26th day of February 2024, that this body does hereby docket in its records information concerning the County Clerk Personnel Policy, as shown on attachment hereto.

***FOR INFORMATIONAL PURPOSES ONLY, NO  
COMMISSION ACTION TO BE TAKEN***

UNANIMOUS VOICE VOTE

**A. VACATION LEAVE**

Vacation balances shall be based upon the fiscal year. As of June 30, 2010, vacation time earned and balances available will be reported to the finance department for each full-time employee. These times will be confirmed and certified with the Clerk and individual employee.

As of September 1, 2022, all vacation for Full-time employees will accrue forward in the following format:

At the employment anniversary date the following amount of leave will be accrued.

- ✓ First year five days, not to exceed forty hours
- ✓ Years two through four ten days, not to exceed eighty hours
- ✓ Year five forward fifteen days, not to exceed one hundred and twenty hours

Part-time and temporary employees do not qualify or accrue vacation leave.

Vacation time based on the number years of service (5, 10, or 15 days) will be made available on January 1<sup>st</sup> each year. Any additional time earned by an increase in the years of service will be made available on the employee's anniversary date.

Accumulation of Vacation Time – Any vacation time not used at the end of any calendar year will automatically be rolled over to a sick day. An employee may not carry a negative balance at any point.

Use of Vacation Time. Vacation time will not be available for use by an employee until it is accrued. Vacation leave may be used only at times approved in advance by the employer. Vacation requests will be honored to the extent possible. No employee may take more than (10) days of vacation at one time. Any employee who receives two or more weeks of vacation, may split one (1) week of vacation. Vacation must be selected and placed on the vacation calendar before February 10th of each year. Seniority will be used to determine any leave request conflicts. No employees may give or loan vacation to another employee. Vacation Leave will not be carried forward from the previous year.

Termination of Employment – Upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued (up to applicable limits), unless terminated for gross misconduct. For termination due to gross misconduct, as determined by the department head or elected official, all accrued leave is forfeited.

Payment made, is only in a lump sum, based upon the daily rate of compensation the employee receives as of the time of termination, in ¼ hour increments

No accumulated vacation pay will be paid out at time and one half. Payment will be made at the next regularly scheduled payroll.

**B. SICK LEAVE**

Sick leave is earned at the rate of one sick day per month, up to 96 hours of paid sick leave per fiscal year.