## Sumner County Schools Quick Reference

### Salary and Pay

- ¡ Salary is determined by
  - o Position Type
  - Degree Level
  - Verified Years of Experience
- ¡ Payday is monthly on the 15h or previous business day if payday falls on weekend or holiday
- Employees receive 12 pay periods, one per month, from August through July
  - Pay is calculated based on days worked

#### **Contracted Time**

- ¡ Full-time teachers are paid
  - o 180 instructional days
  - o 10 predetermined holidays
  - 5 Professional Learning Days
  - 5 Administrative Days

Part time positions, interims and nurses have different schedules and numbers of paid days

- ¡ Employee Calendars can be accessed at sumnerschools.org
- Refer to your employee calendar and contract for the most accurate number of paid days

#### Time Off

- ¡ Holidays: 10 preselected paid holidays
- Personal Leave: 1 day per semester will be front-loaded for each semester employed
  - o (July December & January May).
  - All unused personal days are converted to sick leave at end of June each year.
- Sick Leave: 1 day per month contracted will be front-loaded, with no limit on accumulation.



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