

VACATION

Other Municipalities

	<u>Kingsport</u>	<u>Bristol</u>	<u>Johnson City</u>	<u>Greeneville</u>	<u>Elizabethton</u>	<u>Knoxville</u>
Vacation banked/front load?	Begin accruing day 1	Accrued time can only be taken after probationary period.	Front load 40 hours for Director level employees.	Begin accruing day 1	City Manager decretion	Begin accruing day 1
Tier Structure	1 - 5 years = 2 weeks 5-13 years = 3 weeks 13 - 28 years = 4 weeks 28+ years = 5 weeks	40-hr. shift accrue as follows: 1 -5 yr = 84 hrs. (7 hrs./mo.) 5 -10 yrs = 108 hrs. (9 hrs./mo.) 10 - 15 yrs = 132 hrs. (11 hrs./mo.) 15+ yrs = 168 hrs. (14 hrs./mo.) 56-hr. shift accrue as follows: 1 - 5 yr = 126 hrs. (10.5 hrs./mo.) 5 - 10 yrs = 162 hrs. (13.5 hrs./mo.) 10 - 15 yrs = 198 hrs. (16.5 hrs./mo.) 15+ yrs = 252 hrs. (21 hrs./mo.)	1- 5 years = 10 days a year 5-10 years = 13 days a year 10-15 years = 16 days a year 16-20 years = 19 days a year 20+ years = 22 days a year	0-5 years = 96 hours 5-10 years = 112 hours 10-15 years = 128 hours 15-20 years = 144 hours 20+ years = 160 hours	0-5 years = 6.67 monthly / 2 weeks 6 years = 8 hrs monthly / 2.4 weeks 7 years = 8.67 hrs monthly / 2.6 weeks 8 years = 9.33 hrs monthly/2.8 weeks 9 years = 10 hrs monthly / 3 weeks 10 years = 10.67 hrs monthly / 3.2 weeks 15 years = 12.67 hrs monthly / 3.8 weeks 20 years = 14.67 monthly / 4.4 weeks Fire (24 hr shift) 0-5 years = 10.10 monthly / 2 weeks 6 years = 12.13 hrs monthly / 2.4 weeks 7 years = 13.14 hrs monthly / 2.6 weeks 8 years = 14.15 hrs monthly/2.8 weeks 9 years = 15.16 hrs monthly / 3 weeks 10 years = 16.17 hrs monthly / 3.2 weeks 15 years = 19.20 hrs monthly / 3.8 weeks 20 years = 22.23 monthly / 4.4 weeks	0 to- 3 Years: 10 days 3 to 7 Years: 15 days 7 to 12 Years: 20 days More than 12: 24 days

Industry

	<u>Domatar (Hourly employees)</u>	<u>Eastman</u>	<u>Northeast State</u>	<u>Eastman Credit Union</u>	<u>Ballad</u>
Vacation banked/front load?	1 week after probation (6 months)	3 weeks prorated based on hire date (non-exempt)	90 hours	2 weeks prorated based on hire date	21 days of PTO
Tier Structure	6 mo - 1 year = 1 week 1 - 5 years = 2 weeks 5-10 years = 3 weeks 10 - 18 years = 4 weeks 18-25 years = 5 weeks 25+ years = 6 weeks	0-10 years = 3 weeks 10-19 years = 4 weeks 20+ years = 5 weeks	0-5 years = 90 hours 5-10 years = 135.6 hours 10-20 years = 158.40 hours 20+ years = 180 hours		N/A

<u>Kingsport City Schools</u>	<u>Sullivan County</u>
Teachers: Allocated three (3) days of personal leave with pay per school year. (If unused, 2 days may be converted to sick days.)	Based on hire type
CLASSIFIED STAFF WORKING 12-MONTHS (260 DAYS) 1 - 6 year = 10 days. 7 - 14 years = 15) days 15 - 29 years = 20 days. 30+ years = 25 days	<u>non-exempt accruals:</u> <1 = 3.36 hrs month / 1 week 1-5 years = 6.64 hours / 2 weeks 6-14 years = 10 hours / 3 weeks 15 - 25 years = 13.36 hours / 5 weeks 26 + years = 16.64 hours / 5 weeks