

Sumner County Schools Quick Reference

Salary and Pay

- ◇ Salary is determined by
 - Position Type
 - Degree Level
 - Verified Years of Experience
- ◇ Payday is monthly on the 15th 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
 - 180 instructional days
 - 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
 - (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.
- ◇ Ex: 10 sick days will be front loaded if you start at the beginning of the school year as a full-time teacher.
 - Sick time leftover at retirement is converted to additional time toward retirement at a rate of one month per 20 days leftover.

HR Contacts – Certified Team

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