**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**

* Marla Pike - HR Supervisor-Certified 615-230-6745 [marla.pike@sumnerschools.org](mailto:marla.pike@sumnerschools.org)
* Dr. Justin Alexander - Recruiting, Training & Ed Prep Coordinator - 615-451-5208 [Justin.Alexander@sumnerschools.org](mailto:Justin.Alexander@sumnerschools.org)
* Geni Weatherford - HR Specialist-Certified 615-230-6749 [geneva.weatherford@sumnerschools.org](mailto:geneva.weatherford@sumnerschools.org)

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