

PRESTON COUNTY BOARD OF EDUCATION

FILE: 8 – PERSONNEL MANAGEMENT

File: 8-14 Vacation Policy

Last Reviewed: 6-28-10

Next Review: 7-01-12

Vacations are viewed as an important element in maintaining vigor while at work as well as a reward for services performed. Employees are, therefore, expected to make use of the time granted for that purpose.

Accumulation of paid vacation days beyond the current fiscal year will be limited to twenty days; however, persons planning to resign at the end of the fiscal year may not carry over vacation beyond the current fiscal year. Unpaid vacation days may not be carried beyond the end of the fiscal year.

Employees are encouraged to use earned vacation time during the fiscal year which runs from July 1 to June 30. Employees hired before July 1, 1992 will be allowed to carry over a maximum of 40 days. Workers hired after July 1, 1992 will be limited to a maximum of 20 days of carry over. The Board recognizes that some employees may have accumulated vacation days beyond the defined limits; therefore, these employees shall have until June 30, 2010 to come into compliance with the newly established limits on vacation carry-over days.

The utilization of vacation days shall be subject to the following guidelines:

- ❖ Legal holidays and outside school environment days shall not be deducted from vacation time.
- ❖ Payment of salary in lieu of vacation time that is not used will not be permitted.
- ❖ Employees will be given their choice of vacation insofar as possible, subject to the approval of their immediate supervisor and the Superintendent or his designee. However, the Superintendent shall coordinate the vacation schedule in such a way as to minimize any interruption of normal operation of the schools and administrative offices. Employees having the longest service record will be given first choice of vacation time.
- ❖ In order to minimize the interruption of normal operations, no employee may take more than 20 days of vacation within any seven week period unless justification is presented and approval received from both the Superintendent and the persons designated in charge of administering the vacation policy. Taking college classes may be such a justification.
- ❖ The Superintendent or designated representative shall administer the vacation program and maintain appropriate records.
- ❖ If an employee terminates his/her services with the county schools, s/he may take as terminal leave any accrued vacation.
- ❖ Employees who resign or otherwise leave their position after working part of the year will be entitled to paid vacation on a prorata basis.
- ❖ If an employee should subsequently leave his employment and has used more vacation than entitled on a prorata basis, s/he shall be required to reimburse the board for the salary or wages paid to him for such accumulated vacation. The reimbursement shall be deducted from the final paycheck.

- ❖ Personnel who transfer from a position eligible for vacation days to a position not eligible for vacation days shall not be permitted to carry over any vacation days to the new position.
- ❖ Requests for paid or unpaid vacation should be submitted at least one week in advance.
- ❖ Employees shall be required to use their unpaid vacation days during the fiscal year. Employees who have not taken their vacation days by June 1 shall be scheduled by the immediate supervisor to take the required number of days during the period between June 15 and June 30.
- ❖ Unpaid vacation days must be taken during the summer or on other days when a substitute is not required.
- ❖ Substitutes shall not be provided for employees taking unpaid vacation unless absolutely necessary.
- ❖ The Superintendent and Assistant Superintendent shall be allocated twenty (20) days paid vacation per school year.
- ❖ Central office directors and service personnel employed from July 1 - June 30 on the basis of a 240-day contract shall be allocated twenty-one (21) unpaid vacation days per school year.
- ❖ Employees who are employed after July 1 on the basis of a 240 day contract shall be entitled to vacation prorated on the amount of the year worked.
- ❖ Employees who are employed after July 1 will have their number of days to be worked stated in their contract.
(WVC §18A-5-2)

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Adopted: May 23, 1994
Amended/Revised: June 28, 2010