

PERSONNEL MANAGEMENT

810.00

VACATION

The Mingo County Board of Education views vacation 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.

1. The Superintendent/designee shall administer the vacation program and maintain appropriate records.
2. Employees will be given their choice of vacation insofar as possible, subject to the approval of their immediate supervisor and the Superintendent/designee. However, the Superintendent/designee 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.
3. In order to minimize the interruption of normal operations, no employee may take more than twenty days of vacation within any seven week period unless justification is presented and approval received from the Superintendent.
4. Service personnel employed for 261 days who have 0-10 years experience with the Mingo County Board of Education shall be allocated 10 paid vacation days per school year.
5. Service personnel employed for 261 days who have 11 or more years experience with the Mingo County Board of Education shall be allocated 15 paid vacation days per school year.

VACATION (Continued)

6. The Administrative Assistant, Assistant Superintendents, Director of Finance/Treasurer, and Director of Title I/Special Ed shall be allocated fifteen (15) days paid vacation per school year.
7. Central Office professional or service personnel employed from July 1 - June 30 on the basis of a 240-day contract or 230 day contract shall be allocated twenty-one (21) or thirty-one (31) unpaid vacation days respectively per school year.
8. Accumulation of paid vacation days beyond the current fiscal year will be limited to forty days.
9. 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.
10. Payment of salary in lieu of vacation time that is not used is not permitted.
11. Employees who are employed after July 1 shall be entitled to vacation prorated on the amount of the year worked.
12. Requests for paid or unpaid vacation should be submitted at least one week in advance.
13. Employees who resign or otherwise leave their position after working part of the year will be entitled to paid vacation on a prorata basis.
14. If an employee terminates his services with the county schools, he/she may take as terminal leave any accrued vacation.
15. If an employee should subsequently leave his/her employment and has used more vacation than entitled, he/she shall be required to reimburse the board for the salary paid to him/her for such vacation.

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VACATION (Continued)

The reimbursement shall be deducted from the final paycheck.

16. 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.

Reference: WVA Code 18A-5-2

Adopted: September 15, 1999

Replaces Policy 810.00.