

POLICY MANUAL

TITLE: VACATION POLICY

Employees who hold 261-day contracts shall be eligible to accumulate and take vacation leave. Employees who obtain 261-day contracts after the first day of the month shall accumulate one and one-quarter for each remaining month of the employment term, but not the month in which the 261-day contract was obtained. Employees may accumulate up to 30 days of vacation leave. Provided, however, that as of August 1 of each year, accumulated vacation leave in excess of thirty days shall be lost.

All vacation requests must be submitted in advance on approved forms. All vacation must be approved by the employee’s immediate supervisor and the Superintendent. Approved vacation request forms shall be submitted to the payroll office with the applicable time sheet.

Employees shall not be compensated for any unused vacation leave upon employment termination, but may use such leave for any other purpose authorized by law.

RELEASE TIME

Vacation time off with pay is not available to Gilmer County employees. However, “Release Time” to provide opportunities for rest, relaxation, and personal pursuits is built into the work calendar. Only Regular Full-Time Employees are eligible to earn and use “Release Time” as described in this policy.

The Gilmer County work calendar for all Regular Employees is based on a 261 working day calendar. Regular Full-Time and Regular Half-Time Employees’ contracts will be based on either 250, 240, 230, 220, or 200 working days. Any other variation must be preapproved by the Superintendent. Employees will receive a specific number of “Release Days” based on the number of days worked each year.

Days Worked	Release Days
250	15 Out-of-Calendar Days
240	21 Out-of-Calendar Days
230	31 Out-of-Calendar Days
220	41 Out-of-Calendar Days
215	Superintendent will determine

Employees work calendar

To use Release Time, employees must notify supervisor prior to taking each day. Each request will be reviewed and approved or denied based on number of factors, including needs and staffing requirements.

Release Time may not be carried over from year to year. It must be used within the time frame of the current fiscal year.

Upon termination of employment, employees forfeit any and all unused Release Time. No compensation in any form shall be recognized.

Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: West Virginia Code 18A-4-10; 5-16-13

Board Adoption: July 21, 2014