

A POLICY STATEMENT OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

STAFF VACATION and HOLIDAYS

261 – Professional and Administrative Staff

All 261-day Professional and administrative staff are entitled to (20) twenty vacation days.

The following guidelines are established for vacation days as outlined below:

- Vacation days will be granted July 1st of each fiscal year. Employees who begin work or who are transferred into a job after the beginning of the fiscal year shall have vacation days prorated.
- Employees terminating employment during the fiscal year will have their vacation days prorated based on the percentage of the year worked.
- Employees who have taken more vacation days than entitled will have their final pay adjusted accordingly.
- Vacation days can be accumulated, but no more than ~~thirty (30) days~~ *the applicable employee's annual allocation* can be used in any fiscal year or used consecutively without the advance approval of the employee's supervisor and the superintendent.
- Vacation days must be requested and approved in advance by the immediate supervisor. Vacation may be taken in no less than one-half day segments.
- Upon termination of employment with the Board while still having unused accrued paid vacation time, the time will be paid in lump sum payment based upon the employee's daily rate of pay for, up to (30) thirty days' maximum, but no work experience credit will be given for time beyond the effective date of resignation.

261- Service Personnel

All 261-day Service Personnel shall accrue vacation at the following rate:

Years 0 – 1	5 days
Years 2 – 8	10 days
Years 9 – 14	15 days
Years 15 – 15+	20 days

- Vacation days will be granted July 1st of each fiscal year. Employees who begin work or who are transferred into a job after the beginning of the fiscal year shall have vacation days prorated.
- Employees terminating employment during the fiscal year will have their vacation days prorated based on the percentage of the year worked.
- Employees who have taken more vacation days than entitled will have their final pay adjusted accordingly.
- Vacation days can be accumulated, but no more than ~~thirty (30) days~~ *the applicable employee's annual allocation* can be used in any fiscal year or used consecutively without the advance approval of the employee's supervisor and the superintendent.
- Vacation days must be requested and approved in advance by the immediate supervisor. Vacation may be taken in no less than one-half day segments.
- Supervisors will provide an annual calendar in ~~May~~ *June* for the fiscal year beginning on July 1st. This calendar will be provided so that employees can request in advance for vacation dates consisting of three consecutive days or more during the next fiscal year.

- The calendar will be developed on a seniority basis with the most senior employee requesting no more than two weeks of vacation time before the calendar is cycled through the seniority list.
- No more than two employees may be scheduled off on vacation at the same time in any department.
- The supervisor may designate days or weeks on the calendar when all employees are needed in a department. This must be done in advance of employees choosing vacation time.
- Upon termination of employment with the Board while still having unused accrued paid vacation time, the time will be paid in lump sum payment based upon the employee's daily rate of pay for, up to (30) thirty days' maximum, but no work experience credit will be given for time beyond the effective date of resignation.

240 – Personnel

All 240 day Personnel employed by the Hancock County Board of Education will have (20) twenty Non-Compensated (NC) days.

- All 240 day contracted personnel ~~are to make written application for use of NC days to their immediate supervisor in advance. Consideration for days will be based upon date of application, seniority, and other departmental needs.~~ *will meet with their supervisor by June 30th to set their calendar for the upcoming school year.*
- For employees who begin their employment as a 240-day employee after the start of the fiscal year (July 1) or who transfer into a 240-day position shall have their contract prorated:

July 1 to September 30	20 NC days
October 1 to December 30	15 NC days
January 1 to March 31	10 NC days
April 1 to June 30	5 NC days
- ~~Employees may carry over a maximum of (10) ten NC days from one fiscal year to the next and must use those days prior to September 30th.~~

Outside School Environment Days (OSE)

All 261 day employees may schedule six (6) flexible OSE days at the discretion of the immediate supervisor. Unused OSE days will be converted to vacation days.

Date Adopted: 01/09/06
Date Amended: 8/25/14, 6/29/15; 9/12/16
Date Reviewed:

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