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**VACATION POLICY**

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**1.0 Purpose**

Employees who hold 261 day contracts shall be eligible to accumulate and take vacation leave.

**2.0 Responsibility**

**2.1** Employees who obtain 261 day contracts are allotted the following vacation days based on experience beginning July 1 of each fiscal year:

0-4 years experience:	15 days
5-9 years experience:	18 days
10-14 years experience:	21 days
15+ years experience:	24 days

**2.2** Eligible employees may accumulate up to 30 days of vacation leave per year.

Accumulated vacation leave in excess of 30 days as of July 1 of each year shall be transferred to an Individual Vacation Retirement Bank (IVRB). The IVRB balance may be used to extend and/or increase overall retirement benefits as applicable to retirement plans, subject to state laws and/or policies. Severance of employment other than retirement, results in forfeiture of accumulated vacation days.

**2.3** All vacation requests must be submitted to the immediate supervisor in accordance with district practices, as established by the superintendent. Requests must be approved by the employee's immediate supervisor and the Superintendent. It shall be the responsibility of the supervisor to ensure and maintain an adequate workforce as it relates to employee use of vacation leave. Approved vacation leave shall be tracked and recorded by the employee, which includes but is not limited to, employee time sheets.

**2.4** Vacation may be taken in no less than one-half (1/2) day segments.

**2.5** Employees shall not be compensated for any unused vacation leave upon severance of employment, but may use such leave for any other purpose as authorized by law.

**3.0 Review Schedule**

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

**AUTHORITY:** West Virginia Code §18A-4-10; §5-16-13

**ADOPTED:** 01/22/13

**REVISED:** 06/13/17