

**HUMAN RESOURCE****VACATION**

All 12 calendar months/261 day employees are entitled to paid vacation days as outlined in these regulations. Vacation leave is based upon the fiscal year July 1 through June 30. Vacation must be earned before an employee is eligible to take it.

A. Eligibility for vacation shall be determined as follows:

1. One (1) through seven (7) years of continuous service shall receive two (2) weeks vacation. Employees working fewer than 261 days during their first fiscal year of employment shall earn vacation credit pro-rated based on the number of days worked during the fiscal year.
2. Eight (8) through twenty-four (24) years of continuous service shall receive three (3) weeks vacation. Twenty-five (25) or more years of continuous service shall receive four (4) weeks vacation.
3. An approved leave of absence will not break the continuity of employment as it pertains to vacation eligibility nor will placement upon the Reduction in Force List with subsequent reemployment.
4. All vacations must be approved by the employee's immediate supervisor and the Superintendent of Schools. For those employees whose primary duties affect the day-to-day operation of the school's instructional program for students, vacations should be arranged when students are not in session or at the discretion of the immediate supervisor at a time when no substitute will be required.
5. Carryover of vacations days from one fiscal year to the next fiscal year shall be limited to a maximum of 20 days and must be taken by June 30, with the approval of the employee's immediate supervisor and the Superintendent of Schools. Reimbursement for unused vacation days may be requested in writing by June 1 and occur upon the recommendation of the Assistant Superintendent and with the approval of the Superintendent. Lump sum reimbursements for unused vacation days shall not be counted towards salary for retirement purposes. Employees with unused vacation days shall also have the option of transferring those days to unused personal leave days as defined by WV Code 18A-4-10.

6. Should an employee terminate employment with the Ohio County Board of Education, such employee shall receive reimbursement for vacation days pro rated according to the amount of vacation time earned by the employee at the time of separation.

**REGULATION REVISED:** June 9, 2014

**REGULATION REVISED:** February 23, 2004

**REGULATION ADOPTED:** September 24, 1990

**OHIO COUNTY BOARD OF EDUCATION**