

HUMAN RESOURCE**OUTSIDE SCHOOL ENVIRONMENT (OSE) DAYS/CALAMITOUS DAYS/CLOSED DAYS****I. Outside School Environment Days**

Full time employees of Ohio County Schools are granted a maximum of six (6) outside school environment (OSE) days per employment year. These days are to be considered non instructional days and shall be scheduled within the employment term and are subject to all provisions of WV Code §18-5-45 (2010).

The outside school environment (OSE) days are scheduled as a part of the approved 200 day instructional calendar for all employees with the exception of 261 day employees. However, OSE days shall be utilized as instructional days in order to assure 180 instructional days during the 200 day school term if necessary.

Two hundred sixty one (261) day employees may schedule flexible OSE days at the discretion of the immediate supervisor at a time when no substitute will be required and the absence will not cause a disruption to the schools.

II. Calamitous Days

In the event 261 day employees have worked on calamitous weather days, prior approval by the immediate supervisor is required before the employee requests the earned days.

III. Alternative Work Schedule

An alternative work schedule on closed days in the school calendar must be requested by the employee in writing to the immediate supervisor.

REGULATION REVIEWED: June 9, 2014

REGULATION REVISED: June 10, 2002

REGULATION ADOPTED: July 11, 1994

OHIO COUNTY BOARD OF EDUCATION