

Title: Vacation for Extended Time Employees

WV State Code References: 18A-4-5a and 18A-4-5b

The Gilmer County Board of Education will grant vacation to extended time employees who work the major portion of a twenty (20) day month beyond the two hundred (200) day employment contract.

Vacation days will be based on the employment period in the following manner:

261 day employees.....	18 days
250 day employees.....	15 days
240 day employees.....	12 days
230 day employees.....	9 days
220 day employees.....	6 days
210 day employees.....	3 days

Vacation days can accrue and do not have to be taken during the contract year they are granted. However, employees are encouraged to take their vacation during the contract year for which they are granted. Employees' vacation days must be approved by their immediate supervisor.

An employee working 230 days or less may carryover 5 days annually. An employee working 231 days or more may carryover 10 days annually. Any carryover days must be used during the next fiscal year, (in case of extenuating circumstances due to work assignments, the employee may appeal to the Superintendent or Board of Education to carry over a greater number of days vacation into the new fiscal year.)

Policy Approved for Review: 12/13/04

Policy Adopted: 01\25\05

