

Policy 561 – Annual Incentive for Unused Personal Leave

Revised policy effective from passage.

1st reading July 11 2019

2nd reading

3rd reading

Statutory authority West Virginia Code 18A-4-10a

Administrative Guidelines
(none)

While the Board understands that events may occur that require an employee to be absent from work for one or more days at a time, employees must also understand that such absences can be a detriment on student learning, disrupt the normal operation of the schools, and drain Board resources through the employment of substitutes.

To that end, the Board establishes an incentive program to encourage regular attendance throughout the school year.

This incentive shall be monetary in nature, shall be in addition to any incentive otherwise provided by the State, and shall be considered an addition to any salary, wages, or other usual compensation afforded to Board employees, subject to withholdings as required by state and federal law.

On or before July 1 of a fiscal year, the Board shall, upon recommendation of the Superintendent, set the amounts to be paid to each employee who qualifies, and shall make these amounts known to all employees of the Board through electronic or other means. This incentive shall be paid on or before June 30 of each fiscal year to any and all employees who qualify under the following provisions:

- A. An employee qualifies for this incentive program during a particular fiscal year if and only if he/she is a full-time, regular employee of the Board on or before July 1 of that fiscal year, and remains so throughout that fiscal year, up to and including June 30.
- B. An employee who is not absent for the entirety of the fiscal year shall be entitled to the full amount of the incentive; provided, that an employee with fewer than 6 but more than zero absences during a fiscal year shall be entitled to a portion of the full incentive, rounded to the nearest dollar, as detailed here:

Days absent	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6 or more
Portion of full incentive	100%	92%	83%	75%	67%	58%	50%	42%	34%	25%	17%	8%	0%

- C. For the purposes of this program, an employee shall be considered absent if he/she is not present at his/her assigned work station, and is not otherwise assigned to report elsewhere, and is not otherwise authorized to travel on behalf of the Board, and is required to account for his/her absence with one or more of the following reasons:
 - i. Personal leave with cause
 - ii. Personal leave without cause

Under no circumstances shall an employee who is absent under an active worker's compensation claim(s) be considered ineligible for this program, other than if he/she is absent separately from such claim(s).

- D. For the purposes of this program, an employee shall be considered absent for a whole day if he/she is absent for more than three-and-a-half hours or more than half of an assigned work shift, whichever is less, and shall be considered absent for a half day if he/she is absent for fewer than or equal to three-and-a-half hours or less than or equal to half of an assigned work shift, whichever is less.
- E. For the purposes of this program, the Superintendent shall not be considered eligible under any circumstances.