

#### **R 8-11-4 Personal Leave without Cause (Miscellaneous Days)**

- ❖ Notice of such leave shall be given to the employee's principal or immediate supervisor at least 24 hours in advance, except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonably practicable. If the principal or supervisor cannot be reached, the employee shall contact the Director of Personnel for approval.
- ❖ The use of such leave shall be denied if, at the time notice is given either 15 percent of the employees, or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, have been notified the principal or supervisor of their intention to use that day for such leave.
- ❖ The employee shall request approval for leave without cause without stating a cause by completing and submitting the appropriate form at least 24 hours in advance.
- ❖ If the request is submitted less than 24 hours in advance, the employee must upon returning to work complete the proper form, explain the sudden and unexpected circumstances preventing the request to have been filed within the 24 hours prior to limitation period, and submit the form to the principal or immediate supervisor within two days after returning to work. All requests filed with the principal or immediate supervisor, less than 24 hours in advance are required to have the approval of the principal or immediate supervisor and the Director of Personnel. Neglect in giving proper notice is grounds for rejection of request.
- ❖ Personal Leave without cause may be taken on consecutive days within the following regulations:
  - Consecutive days may or may not be approved during the last week of school depending upon administrative approval.
  - Consecutive days may or may not be approved preceding or following a holiday depending upon administrative approval.
- ❖ A maximum of two (2) leave days without cause may be carried over from year to year.
- ❖ Any employee who feels that his/her claim was improperly processed may appeal the decision to a review committee composed of the Director of Personnel; the president of the Preston County Education Association; the president of the Preston County Principals' Association; and the president of the Preston County School Service Personnel Association. This review committee shall meet when there are appeals to process and review claims appealed to it.

The committee shall have the authority to process for payment by majority vote any claim previously rejected. The committee shall report its actions to the employee making the appeal and to the Superintendent. However, either the Superintendent or the employee, who filed the claim may appeal the decision of the review committee directly to the, Preston County Board of Education in writing within five (5) days of receiving the committee report. The decision of the Board of Education is final.

  - All paid leave is charged against the employee's total allowable number of personal leave days.
  - All approvals are subject to an allocation of days for that purpose actually being available.
- ❖ Full-time employees may be granted up to 120 hours of paid leave in a calendar year to use for the employee's donation of any portion of an adult liver or adult kidney. They may also

be granted up to 56 hours of paid leave to use for the employee's donation of adult bone marrow.  
**(WVC §18A-4-10)**