

WORK YEAR AND UNPAID DAYS
12 MONTH EMPLOYEES

Hardy County School's contract period is based on a written contract where each employee is paid for the exact number of days worked plus holidays. In a normal employment year there are 261 working days. Therefore, 240-day employees have 21 days per year of unpaid time off. This is not vacation in the usual context because employees are not paid for these 21 days.

All employees with an extended yearly work contract beyond 200 days are to submit appropriate documentation with regard to their work assignment.

School-Based Employees (i.e. custodians, secretaries, guidance counselors, vocational teachers, etc.) shall submit proposed work schedules for extended days to the Principal. Upon completion, a final employment summary shall be submitted to the Principal for approval. This shall be forwarded to the county payroll clerk.

Principals shall submit proposed extended work to the Superintendent. Upon completion, a final employment summary shall be submitted to the Superintendent for approval. This shall be forwarded to the county payroll clerk.

Central Office Employees shall complete a monthly Employment Summary that includes all workdays (including paid holidays), personal leave days, and unpaid days. A year-to-date summary is to also be included. This summary, along with all appropriate forms (Personal Leave, Non-Work Day approval forms, etc.) are due within five (5) workdays after the last day of the previous month. Non-work days are to be scheduled as much in advance as possible. At least 24 hours notice should be provided in all cases of requesting use of non-work days. The immediate supervisor may approve exceptions to this, due to extenuating circumstances, with the reasons noted as to the need for such exception recorded on the request form.

Extended use of non-work days, (3 or more days) should be presented to the immediate supervisor at least 5 workdays in advance.

The employee will be expected to arrange his/her work schedule so as to take the "unpaid" days off due him/her but to disrupt his/her job as little as possible. Therefore, employees who work directly in specific schools, such as custodians, vocational agriculture teachers, and principals are generally not permitted to take time off during the days school is in session.

Inevitably, circumstances arise in the job that results in employee exceeding their number of contracted workdays. When such situations arise, employees may, with the approval of the Superintendent, carry-over no more than 10 "unpaid" days. These days are to be used, upon approval, as the first 10 days of "non-work" days throughout the following fiscal year. Any further extension of carry-over days must be approved by the Board.

SOURCE: Board of Education Minutes

DATE: August 16, 1982 - August 31, 1992 - June 18, 2001 - June 9, 2003
WORKYEAR.12MONTHEMPLOYEES

