

Jefferson County Schools
Standard Operating Procedure



Title: Personal Leave Accrual

Department: Human Resources	SOP # 6.26
SOP Owner: Human Resources / Finance (Payroll)	SOP Approver: JLT
Effective: 4/22/19	Revision # Original

- 1. Purpose: Calculating and Applying Leave Accruals**
- 2. Scope:** Provided in accordance with WV Code 18A-4-10 *Personal leave of illness and other causes* and WV Code 21-5D-9 WV *Parental Leave Act*. Personal leave is a paid benefit to cover absences by the employee (due to accident, sickness, death in the immediate family, or life threatening illness of the employee's spouse, parents or child, or other cause authorized or approved by the board). The usage of personal leave will result in the employee being paid their full salary from his/her regular budgeted salary during their absence but not to exceed the total amount of leave to which the employee is entitled.
- 3. Responsibilities:** Finance (Payroll) and Human Resources (Benefits)
- 4. Documents/Resources Needed for this SOP:** WV Code 18A-4-10 Personal leave of illness and other causes; and WV Code 21-5D-9 WV Parental Leave Act. Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act), Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act), Personal Leave Affidavit (SOP 6.3a, 6.3b and 6.3c).
- 5. Related Documents/Policies/Resources:** WV Code 18A-4-10 Personal leave of illness and other causes; and WV Code 21-5D-9 WV Parental Leave Act, Jefferson County Schools Policy Chapter 6, (2.8 Benefits)
- 6. Definitions:** Employment term: Shall constitute the months employed during a fiscal year (July 01 – June 30)

7. Procedure

Step	Action	Time Frame	Responsibility	Artifact
	At the beginning of the employment term, any full-time employee of the county board is entitled annually to at least 1.5 days personal leave for each employment month or major fraction thereof in the employee's employment term. (Half-time employees will be entitled annually to 0.75 day of personal leave for each employment month or major fraction thereof in the employee's employment term.)	June-July	Finance (Payroll) – calculates and applies annual personal leave entitlement to employee's assignment (WVEIS)	
	Of each employee's personal leave allocation, three days of leave annually are identified as "leave without cause" (LWC) days. These days may be used without regard to the cause for absence. See policy for detailed information surrounding the accrual and usage of LWC days.	June- July	Finance (Payroll) – identified at time of annual calculation	
	Unused leave is accumulative without limitation and is transferable within the state.	Varies	Human Resources – provides this information on employment verifications for other WV county school systems.	
	Where the cause for leave originated prior to the beginning of the employment term (prior fiscal year), the employee shall be paid for time lost after the start of the employment term using personal leave that was acquired up through the end of the prior employment term. Once the employee's personal leave is exhausted, the employee will be afforded unpaid leave to complete their leave of absence (medical or parental). Upon the employee's return to work during the current employment	Varies	HR – to notify Finance (Payroll) of employees who are out on leave in which the leave crosses over two consecutive employment terms. To notify Finance (Payroll) of employee's end of leave and subsequent return to work date.	

	term, the employee is entitled to 1.5 days per month for each remaining employment month. (or 0.75 days per month if employee is half-time).		Finance (Payroll) – to ensure that new employment term's personal leave days are not applied to employee's assignment until the employee returns to work.	