

SCHEDULING AND USE OF UNPAID NON-WORK DAYS FOR 240 EMPLOYEES

Non-work days allow 240-day employees to be off twenty (20) days in 260 days fiscal years, twenty-one (21) days in 261 days fiscal years, and twenty-two (22) days in 262 fiscal years.

Some McDowell County Schools employees, service and professional, hold 240-day contracts under which they are paid for 240 working days. In addition to these 240 working days, these employees are permitted to schedule 20 unpaid non-work days throughout each school year (July 1 - June 30 of the following calendar year).

Employees with 240-day contracts may only exercise such unpaid non-work days as follows:

1. An employee must submit to his/her immediate supervisor in writing a request to exercise an unpaid non-work day not later than 24 hours prior to the proposed exercise of a single (1) unpaid non-work day. However, if an employee desires to exercise more than one unpaid non-work day consecutively, he/she must submit such request not later than 48 hours prior to the proposed exercise of these unpaid non-work days.
2. The use of unpaid non-work days in connection with an attempted work stoppage or strike is prohibit and such use is cause for employee discipline up to and including termination.
3. Unpaid non-work days shall not be carried over from one school year to the next under any circumstances.
4. For each worksite, no more than 15% or three employees, whichever is lesser, will be permitted to exercise unpaid non-work days on the same working day; Provided that immediate supervisors may authorize a larger number of employees to exercise unpaid non-work days if he/she determines that the same will not interfere with the operation of the school department which he/she oversees and is in the best interest of students.
5. Employees may not receive a stipend from McDowell County Board of Education on the same day as claiming an unpaid non-work day.

Adopted on December 3, 2013

Effective July 1, 2014