

## **Sick Leave Plan**

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**Eligibility:** Only for Regular FT Employees (defined as employees who have completed the 90 day period and are scheduled to work 40 hours or more per week)

**Doctor Excuse:** Must have doctor's excuse after the 3rd day or beginning the 4th day of absence

**Accrual:** Based on Tenure Sliding Scale:  
91 days - 1 Year: 2 days of Sick Leave  
1 year – 3 Years: 5 Days of Sick Leave  
3 years – 5 Years: 10 Days of Sick Leave  
5 Years+: 15 Days of Sick Leave

**Roll Over:** Roll over is capped at 15 days

## **Vacation Leave Plan**

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**Eligibility:** Only for Regular FT Employees (defined as employees who have completed the 90 day period and are scheduled to work 40 hours or more per week)

**Accrual:** Based on Tenure Sliding Scale:  
91 days - 1 Year: 5 Days of Vacation Leave  
1 year – 5 Years: 10 Days of Vacation Leave  
5 Years+: 15 Days of Vacation Leave

**Roll Over:** Roll over is capped at 5 days

**Other:** Vacation Leave MUST be pre-approved at least one pay period in advance (STRICTLY ENFORCED)

To be paid out remaining balance of Vacation Leave Earned for a specific Fiscal Year (July – June), the employee must work at least 90 days in that Fiscal Year.

\*Short Term/Long Term Disability (if eligible), Dental, and Vision Benefits may be offered with all premiums being paid by employee.

\*\*Definition of Part Time Employee is 34 Hours or Less

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**Signature**

**Date**

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Auxiliary aids and services are available upon request to individuals with disabilities.*

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