

# WEST VIRGINIA LEGISLATURE

## 2024 REGULAR SESSION

Introduced

### House Bill 4494

FISCAL  
NOTE

By Delegate Ross

[Introduced January 10, 2024; Referred  
to the Committee on Pensions and Retirement then  
Finance ]

1 A BILL to amend and reenact §18A-4-10 of the Code of West Virginia, 1931, as amended, relating  
2 to classroom teacher personal leave.

*Be it enacted by the Legislature of West Virginia:*

**ARTICLE 4. SALARIES, WAGES AND OTHER BENEFITS.**

**§18A-4-10. Personal leave for illness and other causes; leave banks; substitutes.**

1 (a) Personal Leave.

2 (1) At the beginning of the employment term, any full-time employee of a county board is  
3 entitled annually to at least one and one-half days personal leave for each employment month or  
4 major fraction thereof in the employee's employment term. Unused leave shall be accumulative  
5 without limitation and is transferable within the state. A change in job assignment during the school  
6 year does not affect the employee's rights or benefits.

7 (2) A regular full-time employee who is absent from assigned duties due to accident,  
8 sickness, death in the immediate family, or life threatening illness of the employee's spouse,  
9 parents or child, or other cause authorized or approved by the board, shall be paid the full salary  
10 from his or her regular budgeted salary appropriation during the period which the employee is  
11 absent, but not to exceed the total amount of leave to which the employee is entitled.

12 (3) Each employee is permitted to use three days of leave annually without regard to the  
13 cause for the absence: *Provided*, That effective July 1, 2019, each employee is permitted to use  
14 four days of leave annually without regard to the cause for the absence. Personal leave without  
15 cause may not be used on consecutive work days unless authorized or approved by the  
16 employee's principal or immediate supervisor, as appropriate. The employee shall give notice of  
17 leave without cause to the principal or immediate supervisor at least 24 hours in advance, except  
18 that in the case of sudden and unexpected circumstances, notice shall be given as soon as  
19 reasonably practicable. The principal or immediate supervisor may deny use of the day if, at the  
20 time notice is given, either 15 percent of the employees or three employees, whichever is greater,  
21 under the supervision of the principal or immediate supervisor, have previously given notice of

22 their intention to use that day for leave. Personal leave may not be used in connection with a  
23 concerted work stoppage or strike. Where the cause for leave originated prior to the beginning of  
24 the employment term, the employee shall be paid for time lost after the start of the employment  
25 term. If an employee uses personal leave which the employee has not yet accumulated on a  
26 monthly basis and subsequently leaves the employment, the employee is required to reimburse  
27 the board for the salary or wages paid for the unaccumulated leave.

28 (4) The State Board shall maintain a rule to restrict the payment of personal leave benefits  
29 and the charging of personal leave time used to an employee receiving a workers' compensation  
30 benefit from a claim filed against and billed to the county board by which the person is employed. If  
31 an employee is awarded this benefit, the employee shall receive personal leave compensation  
32 only to the extent the compensation is required, when added to the workers' compensation benefit,  
33 to equal the amount of compensation regularly paid the employee. If personal leave compensation  
34 equal to the employee's regular pay is paid prior to the award of the workers' compensation  
35 benefit, the amount which, when added to the benefit, is in excess of the employee's regular pay  
36 shall be deducted from the employee's subsequent pay. The employee's accrued personal leave  
37 days shall be charged only for such days as equal the amount of personal leave compensation  
38 required to compensate the employee at the employee's regular rate of pay.

39 (5) The county board may establish reasonable rules for reporting and verification of  
40 absences for cause. If any error in reporting absences occurs, the county board may make  
41 necessary salary adjustments:

42 (A) In the next pay after the employee has returned to duty; or

43 (B) In the final pay if the absence occurs during the last month of the employment term.

44 (b) Leave Banks.

45 (1) Each county board shall establish a personal leave bank that is available to all school  
46 personnel. The board may establish joint or separate banks for professional personnel and school

47 service personnel. Each employee may contribute up to two days of personal leave per school  
48 year. An employee may not be coerced or compelled to contribute to a personal leave bank.

49 (2) The personal leave bank shall be established and operated pursuant to a rule adopted  
50 by the county board. The rule:

51 (A) May limit the maximum number of days used by an employee;

52 (B) Shall limit the use of leave bank days to an active employee with fewer than five days  
53 accumulated personal leave who is absent from work due to accident or illness of the employee;  
54 and

55 ~~(C) Shall prohibit the use of days to:~~

56 ~~(i) Qualify for or add to service for any retirement system administered by the state; or~~

57 ~~(ii) Extend insurance coverage pursuant to §5-16-13 of this code.~~

58 ~~(D)~~ (C) Shall require that each personal leave day contributed:

59 (i) Is deducted from the number of personal leave days to which the donor employee is  
60 entitled by this section;

61 (ii) Is not deducted from the personal leave days without cause to which a donor employee  
62 is entitled if sufficient general personal leave days are otherwise available to the donor employee;

63 (iii) Is credited to the receiving employee as one full personal leave day;

64 (iv) May not be credited for more or less than a full day by calculating the value of the leave  
65 according to the hourly wage of each employee; and

66 (v) May be used only for an absence due to the purpose for which the leave was  
67 transferred. Any transferred days remaining when the catastrophic medical emergency ends  
68 revert back to the leave bank.

69 (3) The administration, subject to county board approval, may use its discretion as to the  
70 need for a substitute where limited absence may prevail, when an allowable absence does not:

71 (i) Directly affect the instruction of the students; or

72           (ii) Require a substitute employee because of the nature of the work and the duration of the  
73 cause for the absence.

74           (4) If funds in any fiscal year, including transfers, are insufficient to pay the full cost of  
75 substitutes for meeting the provisions of this section, the remainder shall be paid on or before the  
76 August 31 from the budget of the next fiscal year.

77           (5) A county board may supplement the leave provisions in any manner it considers  
78 advisable in accordance with applicable rules of the state Board and the provisions of this chapter  
79 and chapter 18 of this code.

80           (c) Effective July 1, 2019, a classroom teacher who has not utilized more than four days of  
81 personal leave during the 200-day employment term shall receive a bonus of \$500 at the end of  
82 the school year. If the appropriations to the Department of Education for this purpose are  
83 insufficient to compensate all applicable classroom teachers, the Department of Education shall  
84 request a supplemental appropriation in an amount sufficient to compensate all eligible classroom  
85 teachers. This bonus may not be counted as part of the final average salary for the purpose of  
86 calculating retirement.

NOTE: The purpose of this bill relates to classroom teacher personal leave. The bill allows leave bank days to be used to add service for any retirement system or to extend insurance coverage.

Strike-throughs indicate language that would be stricken from a heading or the present law and underscoring indicates new language that would be added.