

6.06 VACATION

A. Effective Date

Employees shall be entitled to use vacation time after they have completed one (1) year of “public agency service.”

B. Prior Service and Public Agency Service

Employees are afforded paid vacation time determined by bi-weekly pay period accrual scheduled in accordance with years of “prior public agency service.” “Public agency service” includes “prior service” with the State of Ohio, Ohio counties, municipalities, boards of education, libraries, townships, universities or any political subdivision of the State of Ohio. Such service shall be used in determining service credit for purposes of vacation accumulation. No prior service shall be given to any employee who has retired in accordance with the provision of any retirement plan offered by the State of Ohio for the purpose of computing vacation leave.

Documentation—Any non-bargaining employee claiming prior service from the County, the State of Ohio or a political subdivision of the State of Ohio, shall provide a signed document, from previous employer(s), setting forth the dates of service, the number of hours worked and whether such service was part-time, full-time, seasonal or as an elected official.

C. Accrual and Usage

1. Accrual

- a. Non-bargaining, full-time employees accrue paid vacation according to the following bi-weekly pay period accrual schedule, based on years of “public agency service.” As permitted by the Board, permanent part-time employees accrue vacation on a prorated basis of the same schedule.

Years of Public Agency Service	Amount of Vacation	Accrual Rate
After One (1) year	10 Days (80 hours)	3.1 hours
After Seven (7) years	15 Days (120 hours)	4.6 hours
After Fourteen (14) years	20 Days (160 hours)	6.2 hours
After Twenty-one (21) years	25 Days (200 hours)	7.7 hours
After Twenty-eight (28) years	30 Days (240 hours)	9.3 hours

- b. Upon completion of an employee’s seventh (7th), fourteenth (14th), twenty-first (21st) and twenty-eighth (28th) years of service, the employee is given a credit of one (1) week/forty (40) hours of vacation added to his/her vacation balance. This is effective the first day of the pay period after that year of service has been completed.
- c. Employees shall forfeit vacation leave in excess of the accrual for three (3) years.

2. Usage

- a. **Eligibility for usage**—Classified employees with at least one (1) year of “prior public agency service” are eligible for vacation pay upon hire. Classified



employees without “prior public agency service” must successfully complete their probationary period before being eligible for vacation pay. All Unclassified employees are eligible for vacation pay upon hire.

- b. Vacation shall be requested at least three (3) days in advance of the requested vacation time;
- c. Management may request employees schedule vacation times weeks in advance to prepare for anticipated “busy seasons” or upcoming events (i.e. Holiday Season, Hunting Season, etc.);
- d. Scheduling of vacation shall be done so as to hold overtime hours to a minimum;
- e. Management may deny a request for vacation if the requested vacation time prohibits the department from being adequately staffed;
- f. Vacation may be taken in increments of not less than 1/4 hour (15 minutes);
- g. Advances of vacation time off is prohibited;
- h. Vacation time is accrued while an employee is in active pay status;
- i. Additional vacation is not accrued by working overtime;
- j. Recognized paid holidays are not charged against paid vacation;

D. Vacation Payout (Resignation, Layoff, Termination, Retirement and Death)

Accrued, unused vacation time is paid out at straight time at the employee’s current rate of pay upon:

- 1. **Resignation, Layoff, Termination or Retirement**—in the case of a resignation, layoff, termination, or retirement, all vacation time earned, up to and including the date of separation, shall be paid upon separation from employment.
- 2. **Death**—in the case of death of an employee during employment, unused vacation time shall be paid to the employee’s spouse, next of kin, or, if no survivors, the employee’s estate.

E. Bargaining Unit Employees

Bargaining unit employees should consult their respective collective bargaining agreements for vacation allotment and accrual rates.

