

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

SENIORITY

**SECTION 2.13
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- A. Seniority is defined, for purposes of employment, as the uninterrupted length of continuous service with the respective SCAA. An authorized leave of absence shall not constitute a break in service; seniority time shall continue to accumulate during the term of the leave provided the employee complies with all rules and regulations governing such leave of absence.
- B. For purposes of layoff, seniority is defined as continuous service with the County, any other county, a general health district, or the State of Ohio. Service may be transferred from one (1) agency to another without loss of seniority as long as no break in service occurs. A break in service occurs if an employee is separated for any reason other than layoff, or an approved leave of absence. Employees who properly return from an approved leave of absence shall have the time spent on such leave counted as continuous service. Employees who are reinstated or re-employed from layoff within one (1) year of the layoff date will retain all previously accumulated seniority, but will not be credited with seniority for the time spent on layoff.
- C. Seniority for purposes of determining the amount of vacation available is calculated according to the employee's number of years of service as set forth in Section 4.01, "Vacation Leave" of this manual.
- D. Seniority for the purposes of determining retirement benefits is defined by the provisions of the retirement system in which the employee participates.
- E. Seniority for purposes of credit in civil service promotional examinations includes years of service with the County, any other county, cities, the State of Ohio, and other political subdivisions covered by civil service.
- F. For purposes, other than those specified above, seniority shall be defined as set forth in the respective policy.