

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION LEAVE

SECTION 4.01
PAGE 1 OF 5

- A. Full-time employees working forty (40) hours per week shall accrue paid vacation leave for each hour the employee is in active pay status on the following basis:

<u>YEARS OF SERVICE COMPLETED</u>	<u>ACCRUAL RATE PER PAY PERIOD/ PER HOUR IN ACTIVE PAY STATUS</u>	<u>MAXIMUM ACCUMULATION PER YEAR</u>
After one (1) year of completed service	3.08/.0385	10 days
Eight (8) or more years of service completed	4.62/.0577	15 days
Fifteen (15) or more years of service completed	6.16/.0769	20 days
Twenty-five (25) or more years of service completed	7.70/.0962	25 days

Employees working seventy-five (75) hours per pay period shall accrue paid vacation leave for each hour the employee is in active pay status on the following basis:

<u>YEARS OF SERVICE COMPLETED</u>	<u>ACCRUAL RATE PER PAY PERIOD/ PER HOUR IN ACTIVE PAY STATUS</u>	<u>MAXIMUM ACCUMULATION PER YEAR</u>
After one (1) year of completed service	2.89/.0385	10 days
Eight (8) or more years of service completed	4.33/.0577	15 days
Fifteen (15) or more years of service completed	5.77/.0769	20 days
Twenty-five (25) or more years of service completed	7.22/.0962	25 days

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION LEAVE

SECTION 4.01
PAGE 2 OF 5

Upon completion of the first year of employment, a full-time employee shall be credited with two (2) weeks of vacation (e.g., 80 hours) and shall begin accruing vacation for the following year at 3.1 hours per pay period. Upon completion of eight (8), fifteen (15), and twenty-five (25) years of service, one (1) additional week (e.g., 40 hours) of vacation shall be added to the employees accrued vacation balance and the employee shall begin accruing vacation hours for the following year at the applicable higher rate. Employees working seventy-five (75) hours per pay period shall receive vacation in a similar manner but proportionately fewer hours.

Part-time employees shall not accrue paid vacation leave unless the Sandusky County Board of Commissioners has, by resolution, authorized such accrual. If the Board does authorize the accrual of vacation by a part-time employee, the maximum accumulation per year shall be in proportion to the total number of hours in active pay status each year. Part-time employees at Countryside Continuing Care Center are authorized to accrue vacation.

- B. Approval from an employee's Department Head or Supervisor must be obtained prior to using vacation leave. Vacations shall be scheduled at a time mutually convenient to the Employer and the employee.

- C. No employee shall be entitled to vacation leave or payment therefore until the employee has completed one (1) year of combined public service with any county, the state, or any political subdivision of the state.

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION LEAVE

SECTION 4.01
PAGE 3 OF 5

- D. Vacation leave shall be taken within the twelve (12) month period following the employee's anniversary date. An employee may be permitted, in special and meritorious cases, to carry over accumulated vacation leave to the next anniversary year with approval of the SCAA. The employee shall submit a "Request to Carry Over Unused Vacation Form" to the SCAA prior to the employees' anniversary date. No vacation leave shall be carried over for more than three (3) years. Any vacation time carried over in excess of three (3) years shall be automatically forfeited.
- E. An employee who separates from service with one (1) or more years of service shall be entitled to compensation at the employee's current rate of pay for all earned but unused vacation leave for the current year in addition to vacation leave accrued with the permission of the SCAA for the three (3) years immediately preceding the employees last anniversary date of employment; even when the separation is due to transfer to another department or agency within Sandusky County. In the case of a transfer, the employee may request that the accrued vacation leave be transferred rather than paid, subject to the approval of the employee's new SCAA. However, neither accumulation nor cash-out of vacation for a County Human Services Department employee may exceed three (3) years worth of accrual at any given time.
- F. For purposes of this policy, "active pay status" includes hours actually worked, paid holidays, sick leave, vacation leave, and other authorized paid leaves. Additional vacation leave is not earned during paid overtime or during unpaid leaves of absence, disciplinary suspensions, or any other period of absence wherein the employee is not paid directly by the County.

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION LEAVE

SECTION 4.01
PAGE 4 OF 5

- G. Except as otherwise provided herein, persons employed by the County, other than elected officials, who are earning vacation credits currently shall have the person's total prior service with the county, the state or any political subdivision of the state counted for the purpose of determining the employee's vacation accrual rate. Newly hired employees are required to provide written verification of total prior service with all applicable public employers within sixty (60) days of appointment. Employees with at least one (1) year of prior service credit who are employed by the Employer may use accrued vacation leave during their first year of employment.

Notwithstanding any of the above, if any person removed for conviction of a felony within the meaning of R.C. 124.34 is “subsequently reemployed” by the County, such person is only qualified to accrue vacation as if he or she were a new employee receiving no prior service credit.

8. An employee who has retired in accordance with the provisions of any retirement plan offered by the state and who is employed by the state or any political subdivision of the state on or after June 24, 1987, shall not have his prior service with the state or any political subdivision of the state counted for the purpose of computing vacation leave.

I. Vacation Preference and Procedure For Application:

1. Employees may request, prior to February 15 of each calendar year, the dates for that year on which they prefer to use their accumulated vacation. Such requests shall be honored on the basis of the employee's seniority with the County and the staffing needs of the department or office, with the following exceptions:

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION LEAVE

SECTION 4.01
PAGE 5 OF 5

- a. Vacation requests which abut legal holidays and Easter may be rotated among all employees, subject to the staffing needs of the department or office.
 - b. Vacation requests for less than one (1) full week, excluding holidays as noted in Subsection H. (1a) above, will be honored, subject to the staffing needs of the department or office; based solely on the date of application (first come, first served).
2. Vacation requests made after February 15 will be honored on the basis of earliest application; no seniority rights for preferred dates will exist.
3. Vacation requests shall be in writing on a "Request For Leave Form." a vacation schedule will be posted after March 1 of each year by the SCAA or designee.