

SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION LEAVE

SECTION 4.01  
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A. 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.

B. Full-time employees working eighty (80) or 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:

After one (1) year of completed service – Ten (10) days per year

Six (6) or more years of completed service – Fifteen (15) days per year.

Twelve (12) or more years of completed service – Twenty (20) days per year.

Twenty (20) or more years of completed service – Twenty-five (25) days per year

Upon completion of the first year of employment, a full-time employee shall be credited with two (2) weeks of vacation (e.g., 80 or 75 hours) and shall begin accruing vacation for the following year at .0385 per every hour in active pay status. Upon completion of six (6), twelve (12), and twenty (20) years of service, one (1) additional week (e.g., 40 or 37.5 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.

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.

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

Part-time employees promoted to a full-time position will have their part-time service with any county, the state, or any political subdivision of the state credited towards completed full-time service on a prorated basis. The total part-time hours worked divided by forty (40) or thirty-seven and one half (37.5) hours, whichever full-time status the employee is hired under, will equal the total number of full-time service credit they will be given.

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- D. Except as otherwise provided herein, persons employed full-time or part-time 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. Employees shall have prior part-time service calculated on a prorated basis per paragraph (B) of this section.
- E. 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 full-time prior service credit, as calculated in paragraph (B) of this section, 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.

- F. 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.
- G. 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:
    - 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 J. (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

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- H. 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.
- I. 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.
- J. 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.