

## APPENDIX VII

### 3358:11-5-41 Vacation (twelve-month employees) policy.

- (A) Purpose. Vacation time is provided to employees on twelve-month assignments. Employees must schedule vacation at a time that is convenient to meet the particular needs of their department. All vacations must be submitted in writing on the appropriate form and approved in advance by the employee's immediate supervisor.

When an employee begins employment before the sixteenth day of the month, the employee will begin accruing the last pay date of that month. Otherwise the employee will begin accruing the last pay date of the following month. (Persons on unpaid leave will not earn vacation during such absence.)

- (B) Guidelines.

- (1) Accrual.

~~(a) — Accrual begins at the end of the first full month of service and continues for each subsequent full month of service. (Persons on unpaid leave will not earn vacation during such absence.)~~

~~(a)~~ ~~(b) Administrators~~ Full-time exempt staff accrue twenty-three days (one hundred eighty-four hours) vacation per year, which represents a monthly accrual of 15.33 hours per month.

~~(b)~~ ~~(c) Other~~ Full-time non-exempt staff accrue vacation as follows:

- (i) Full-time, twelve-month employees will for their first five years of service receive twelve vacation days (ninety-six hours) per year, which represents a monthly accrual of ~~8.0~~ eight hours per month.
- (ii) At the completion of the employee's fifth year of service, the monthly accrual rate will be revised to 11.33 hours per month so that at the end of the sixth year the employee will have accrued seventeen days (one hundred thirty-six hours) vacation per year.
- (iii) At the completion of the employee's tenth year of service, the monthly accrual rate will be revised to 14.67 hours per month so that at the end of the eleventh year the employee will have accrued twenty-two days (one hundred seventy-six hours) vacation per year.

- (2) Vacation leave may be taken in ~~one~~ half-hour increments. If an employee takes a day off, the number of hours used will be equal to the number of hours that they were scheduled to work on that day. Vacation time can only be used after it has been earned. Maximum accrued vacation, which can be carried over from one fiscal year to the next fiscal year, cannot exceed two ~~and one half (2.5)~~ years of vacation accrual.

- (3) Employees who transfer from a less-than-twelve-month position to a twelve-month position will have their years of service counted toward the calculation of the appropriate accrual. Vacation accrual for the twelve-month assignment will begin at the end of the first full month of service in the twelve-month assignment.

- ~~(4) — Employees may secure the total number of hours of accumulated vacation from the human resources office. Questions regarding vacation accrual should be directed to the human resources office..~~

- (C) Other Part-time staff working twenty hours or more per week accrue as follows:
- (i) Part-time, twelve-month employees will for their first five years of service receive six vacation days (forty-eight hours) per year, which represents a monthly accrual of four hours per month.
  - (ii) At the completion of the employee's fifth year of service, the monthly accrual rate will be revised to 5.67 hours per month so that at the end of the sixth year the employee will have accrued 8.5 days (sixty-eight hours) vacation per year.
  - (iii) At the completion of the employee's tenth year of service, the monthly accrual rate will be revised to 7.33 hours per month so that at the end of the eleventh year the employee will have accrued eleven days (eighty-eight hours) vacation per year.
- (D) Other Part-time staff working less than twenty hours per week do not accrue vacation time.

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Brian Paskvan

Certification

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