

# VACATION

**SOURCE: OHIO REVISED CODE 124.13 & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 28**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Vacation Policy:**

1. Non-exempt (Bargaining Unit) employees accrue vacation based on their years of State of Ohio service that was paid by the Auditor of State.
2. Exempt employees accrue vacation based on their years of State of Ohio service that was paid by the Auditor of State and can include service time carried over from state university, county or city.
3. Part-time employees accrue pro-rated vacation.
4. Employees may carry a maximum of three years accrued vacation.
5. Vacation may be requested after employees have completed one year state service.
6. The accrual rate is as follows:

| <b>Length of State Service</b>  | <b>Accrual Rate<br/>Per Pay Period</b> | <b>Per Year</b> |
|---|--|-----------------|
| Less than One Year<br><i>(upon completion of one year<br/>of service)</i> | 3.1 hours                              | 80 hours        |
| One Year or more  | 3.1 hours                              | 80 hours        |
| Five Years or more  | 4.6 hours                              | 120 hours       |
| Ten Years or more   | 6.2 hours                              | 160 hours       |
| Fifteen Years or more   | 6.9 hours                              | 180 hours       |
| Twenty Years or more  | 7.7 hours                              | 200 hours       |
| Twenty-five Years or more   | 9.2 hours                              | 240 hours       |

7. Employees may request vacation in minimum units of one-tenth of an hour.

8. Employees may use vacation only at times they and their supervisors mutually agree upon. Management will try to schedule vacation according to employee's requests. However, the operational needs of the agency and the employing division/district/office may be considered before approval.
9. Vacation requests in excess of balance will not be approved.
10. Employees are not eligible to request vacation in excess of one year accrual at any one time without the approval of the appointing authority or designee.
11. Newly accrued vacation leave is not available for use until it appears on the employee's earning statement and on the date the funds are made available.
12. The appointing authority reserves the right to cancel all vacations in an emergency.
13. Employees who transfer to another agency will transfer accrued vacation.
14. Vacation is automatically paid upon resignation. If an employee has less than six (6) months total service, vacation will not be paid upon resignation.
15. Employees may not use vacation to extend a separation date.

See: Conditions of Employment, Conduct and Discipline, Time Off From Work, Leave of Absence Without Pay.

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