

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.12

VACATION

- A. Full time non-bargaining unit employees/management employees (as defined in ORC 5126.20) of the Trumbull County Board of MRDD will accrue paid vacation according to the following schedule:

<u>Years of Service</u>	<u>Paid Vacation Accrual</u>
Year 1 – 8	3.1 hours/80 hours worked
Years 9 – 15	4.6 hours/80 hours worked
Years 16 – 25	6.2 hours/80 hours worked
Years 26 +	7.7 hours/80 hours worked

- B. Employees may not take paid vacation until they have actually accrued the vacation. New employees that use accrued vacation prior to anniversary date will be charged those hours at their anniversary date.
- C. “Years of Service” for the purposes of this policy shall mean service with any Ohio county agency or political subdivision of the state or county.
- D. Vacation is earned while on vacation, sick leave, or compensatory time, but vacation is not accrued through the accumulation of paid overtime.
- E. Vacations are scheduled in accordance with workload requirements of the individual department or office. For this reason vacation requests be made at least four (4) weeks in advance of the proposed starting date.
- F. No vacation leave shall be carried over for more than three (3) years. An employee is entitled to compensation, at his/her current rate of pay, for the prorated portion of any earned, but unused vacation leave for the current year to his/her credit, at the time of separation or retirement, and in addition, shall be compensated for any unused vacation leave accrued to his/her credit, with the permission of the Superintendent, for up to three (3) years immediately preceding the last anniversary date of employment.
- G. If an employee transfers from one county to another county department or state agency, he or she may request that accumulated vacation credits be transferred rather than paid out.
- H. Vacation leave is granted in minimum units of four (4) hours or at the discretion of the superintendent (or supervisor).
- I. Ohio Revised Code 325.19 specifically does not apply to management employees and its is therefore the intent of the Board to establish vacation leave for

management generally in accordance with vacation granted other full-time employees, but in no case less than that accorded other full-time employees.

- J. Vacation leave for management employees is subject to the negotiated "Employment Contract for Management Employees".

Adopted: 6/24/85
Revised: 10/25/93
5/26/98
Updated: 7/24/2012