

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.06 VACATION LEAVE, PERSONAL LEAVE AND PAID TIME OFF

(Ref: ORC 9.44, 325.19 and OAC 123:1-32-07, et seq.)

I. Vacation Leave

- A. Vacation leave is applicable only to 12-month, full-time employees of the Board. Vacation accrues only during regularly scheduled work hours, and not on overtime hours.
- B. All 12-month, full-time staff will receive the following amounts of paid leave based upon the length of continuous service. (Full-time staff with fewer hours/work service shall have prorated vacation accumulation.)
 - 1. Less than one full year of public service -- No vacation
 - 2. After one full year of service (26 bi-weekly pay periods) -- two weeks of vacation, accumulated at the rate of 3.1 hours per pay period based on an 80-hour pay period (0.03875 hour of vacation per hour worked)
 - 3. With eight full years of service -- three weeks of vacation (fifteen [15] working days or one hundred and twenty hours), accumulated at the rate of 4.6 hours per pay period based on an 80-hour pay period (0.0575 hour of vacation per hour worked)
 - 4. With fifteen full years of service -- four weeks of vacation (twenty working days or one hundred sixty hours), accumulated at the rate of 6.2 hours per pay period based on an 80-hour pay period (0.0775 hour of vacation per hour worked)
 - 5. With twenty-five full years of service - five weeks of vacation (twenty-five working days or two hundred hours), accumulated at the rate of 7.7 hours per pay period based on an 80-hour pay period (0.09625 hour of vacation per hour worked)
- C. Any time a staff member does not receive a full paycheck (eighty hours) his/her vacation earned for that period will be adjusted based on the number of hours worked in that pay period.
- D. Vacation may be used as it is earned after the first year of continuous service, if the staff member obtains the appropriate permission of his/her supervisor. Vacation leave may not be used before it has been earned.

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- E. Part-time staff do not earn vacation leave while employed on part-time status.
- F. Vacation may be accrued for a period not longer than three years. Employees are responsible for monitoring their vacation balances to prevent maximum accumulation from occurring.
- G. Upon termination of employment, or when changing from a 12-month employee to a 9-month employee, all accumulated vacation will be paid to the employee at his/her current hourly rate of pay in a separate check. If an employee terminates his/her employment before serving one full year with the Board, he/she will receive no vacation pay.
- H. In the case of the death of an employee, any earned but unused vacation time shall be paid to the date of death in accordance with Section 2113.04 of the Ohio Revised Code to the deceased employee's estate.

II. Personal Leave

County Board full-time, permanent employees will be entitled to the following personal leave of absence without loss of pay each calendar year

- A. Personal hours may not be used to extend an employee's date of resignation or retirement.
- B. Personal leave hours will be non-accumulative, i.e., shall not be carried forward to the next calendar year. Employees will not be reimbursed for unused hours at the end of the calendar year.
- C. Management reserves the right to limit the number of employees permitted to be on personal leave at any one time to maintain efficiency, safety and the operational needs of the program.
- D. Procedures for the use of and application for personal leave will be developed by the management. This will include the directive that the amount of personal leave used cannot exceed the amount available.
- E. 12-Month, Full-Time, Permanent Employees:
 - 1. Shall be granted twenty-four hours of personal leave annually beginning January 1; and
 - 2. May earn an up to eight hours of personal leave each calendar year

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Four hours may be earned for each forty-five (45) consecutive day period worked without using any sick leave.

- F. 9- Month, Full-Time, Permanent Employees:
 - 1. Shall be granted fourteen hours of personal leave annually beginning January 1
 - 2. May earn an additional seven hours of personal leave per calendar year:
 - a. Three hours of personal leave for the first forty-five day period worked without using any sick leave, and
 - b. An additional four hours for the second consecutive forty-five day period worked without using any sick leave

III. Paid Time Off

- A. The school program may close on inclement weather days. The 12-month programs of the Board will remain open on these 'snow days' whenever possible and 12-month staff is expected to report for work.

Twelve-month employees who are unable to come to work due to weather-related situations must follow the procedures to use paid time off, then personal leave, and then vacation leave until these are exhausted before applying for leave without pay.

- B. When not used for weather-related situations, paid time off may be used like vacation leave. However, employees may not use more paid time off than the amount available.
- C. All 12-month, full-time permanent staff members shall be granted 24 hours of paid time off annually beginning January 1, 2014
- D. On November 4, 2013, the effective date of this policy, all 12-month full-time permanent staff members were granted 8 hours of paid time off to use until December 31, 2013.
- E. All employees are given two additional days of paid time off: The day after Thanksgiving and Good Friday.
- F. Paid time off may not be used to extend an employee's date of resignation or retirement.

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- G. Paid time off may be accrued for a period not longer than three years. Employees are responsible for monitoring their balances to prevent maximum accumulation from occurring.
- H. Procedures for the use of and application for paid time off will be developed by management.