

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0255 (HR)
Effective Date: 04-10-89
Person Responsible: Human Resources Coordinator

Subject: Vacation
Last Revision: 04/19/2021

Approvals/Date:
Brent Ober 4/20/2021 Brent Ober 4/20/2021
 Superintendent, WCBDD Date Department Director Date

- The following definitions will apply:
- Full Time** – An employee whose position is a total of 40 regular hours per week.
 - Part Time** – An employee whose position is less than 40 regular hours per week.
 - Hours Worked** – Any hours physically worked, which includes holiday and sick time.
 - Political Subdivision** – County, City, Village, Township, Park District or School District (ORC 9.82 B)
 - Emergency Day** – Any day during which the Wood County Public Offices or the Governor of the State of Ohio or the Superintendent of the Wood County Board of DD has proclaimed that an emergency exists.
 - State Agency** - Every department, bureau, board, commission, office, or other organized body established by the constitution or laws of this state for the exercise of any function of state government, the general assembly, all legislative agencies, the supreme court, and the court of claims (ORC 9.82)
1. Vacation time is earned by all, 12-month employees according to their number of years of service with a political subdivision of the State of Ohio at a rate proportionate to the regular number of hours in the employee's bi-weekly schedule as follows:
 - 1 thru 5 years = 2 weeks (0.0388 per hr. x reg. hrs.)
 - 6 thru 10 years = 3 weeks (0.0575 per hr. x reg. hrs.)
 - 11 thru 25 years = 4 weeks (0.0775 per hr. x reg. hrs.)
 - 26 & over = 5 weeks (0.0962 per hr. x reg. hrs.)
 Upon completion of an employee's 5th, 10th, 25th year, the employee's accrual rate will increase to the equivalent of an additional week of vacation per year.
 2. Any full or part time person employed who has previously been employed by a state agency or any political subdivision of the State of Ohio may have their prior service counted as service for the purpose of computing the amount of employee's vacation leave:
 - A. Employees shall be responsible for providing verification of prior service to the Human Resources Department. This verification must be on the letterhead of the transferring organization.
 - B. Any change to vacation accrual rate shall not be retroactive to the employee's date of hire.
 - C. Public Service need not be continuous.
 3. 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 prior service with the state, any political subdivision of the state, or a regional council of government counted for the purpose of computing vacation leave (ORC 9.44).
 4. If an employee has completed six (6) months continued service with the Wood County Board of DD, he/she may take that vacation time which as accrued at six (6) months from their hire date. Subsequent time which accrues, after six (6) months and prior to the employees one (1) year, shall be ineligible for use until completion of one (1) year service. Any full or part time person who has previously completed one (1) year of public service may be granted to use vacation time immediately following the date of hire.
 5. Employees who are regularly scheduled to work on legal holidays and have requested vacation leave will have that vacation leave deducted from their cumulative balance.
 6. Vacation is credited each bi-weekly pay period. Vacation will accrue on all hours worked up to a maximum of 80 hours in a biweekly pay period in a full or part time position. Employees working less than 80 regular hours biweekly will earn a prorated amount, based upon the number of scheduled hours in an active pay status.
 7. Employees may accumulate the equivalent number vacation hours earned in a three (3) year period. Vacation earned beyond that cumulative total will be forfeited. Human Resources will notify the employee and supervisor when vacation accrual balance reaches maximum accumulation. The Appointing Authority and Management employees of the Wood County Board of DD are excluded from the above provisions as stated by Revised Code 325.19 (H).
 8. Vacation requests must be submitted at least ten (10) calendar days in advance, but no more than six (6) months in advance.
 - A. Vacations shall be granted upon approval of the employee's immediate supervisor and Department Director.
 - B. Vacation requests will be granted on a first-request basis.
 - C. Cancellation of approved vacation leave must be submitted in writing by the employee 48 hours prior with supervisor approval of cancellation.
 - D. Exception to the ten (10) calendar day notice clause must be approved by the Department Director.
 9. Vacation scheduled on an "emergency day" declared by the Wood County public offices or the Governor of the State of Ohio or the

Superintendent of the Wood County Board of DD will be voided and the hours are restored to the employee's cumulative vacation balance.
10. Vacation leave is not earned during any biweekly periods an employee is in an inactive pay status.
11. Vacation leave is considered non-work time and shall not be considered in the calculation of overtime. See Procedure 02-ALL-ALL-0002.
12. Employees who have exhausted available sick leave, compensatory time, and personal leave time shall have their vacation leave used automatically to prevent a leave without pay status. See Procedure 02-ALL-ALL-0189. Employee and supervisor shall be notified when vacation leave is automatically used by the Human Resources Department.
13. Vacation leave time may not be used to extend an employee's date of resignation. Vacation leave requested two (2) weeks prior to an employee's date of resignation shall be disallowed as a paid day. If vacation leave was approved prior to receipt of resignation, approval for a paid leave shall be revoked.
14. Payoff of accumulated vacation shall be given to any employee who has completed one (1) year of public service at time of separation or resignation only – OAG 199, 1965. A. Employees shall be restricted to a maximum payoff of three (3) years vacation accrual. The Appointing Authority and Management employees of the Wood County Board of DD are excluded from this provision per ORC 5126.21. Payment will be made in a lump sum distribution at the employee's current hourly rate of pay at the time of separation. B. Unused vacation paid at the time of separation shall not be subject to OPERS – OAG 3437, 1962.
15. In the case of the death of an employee, any earned but unused vacation leave 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.

- References:
- 02-ALL-ALL-0002
 - 02-ALL-ALL-0189
 - OAG 199, 1965
 - OAG 3437, 1962
 - Ohio Revised Code, Section 9.44
 - Ohio Revised Code, Section 9.82 (B)
 - Ohio Revised Code, Section 325.19
 - Ohio Revised Code, Section 2113.04
 - Ohio Revised Code, Section 4111.03
 - Ohio Revised Code, Section 5126.21 (C)
 - Ohio Senate Bill No. 58 (Effective 7/18/90)
 - Ohio Senate Bill No. 99 (Effective 10/25/95)

Forms: 03-ALL-ALL-0207

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