

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
 2825 WEST DUBLIN GRANVILLE ROAD
 COLUMBUS, OHIO 43235-2789

TO: SEE DISTRIBUTION

FROM: Gregory L. Wayt, Major General (Ohio), The Adjutant General 

DATE: January 20, 2005

**SUBJECT: POLICY - State Employee Procedure Letter #3
 Vacation Leave**

1. REFERENCES:

- A. Section 124.134, Ohio Revised Code
- B. Article 28, OCSEA/AFSCME Contract
- C. Appendix Q, Article 28.01, OCSEA/AFSCME Contract

2. SCOPE: This policy letter applies to all full-time permanent and part-time permanent employees of this department except state officers of the department appointed by the Governor.

3. GENERAL: Permanent employees shall be granted vacation leave with pay at regular rate as follows.

4. VACATION ANNUAL ENTITLEMENT, ACCRUAL RATE, AND MAXIMUM ACCRUAL BALANCE:

A. All employees, except for firefighter classifications:

<u>Years of Employment Credit</u>	<u>Annual Leave Entitlement</u>	<u>Accrual Rate Per Pay Period*</u>	<u>Maximum Accrual Balance</u>
Less than 1	0 hours	3.1 hours	0 hours
1 year or more	80	3.1	240
5 years or more	120	4.6	360
10 years or more	160	6.2	480
15 years or more	180	6.9	540
20 years or more	200	7.7	600
25 years or more	240	9.2	720

*Accrual rates will be prorated for employees with less than 80 hours in active pay status.

B. Firefighter classifications (2659):

<u>Years of Employment Credit</u>	<u>Annual Leave Entitlement</u>	<u>Accrual Rate Per Pay Period*</u>	<u>Maximum Accrual Balance</u>
Less than 1	0 hours	4.0 hours	0 hours
1 year or more	104	4.0	312
5 years or more	156	6.0	468
10 years or more	210	8.1	630
15 years or more	234	9.0	702
20 years or more	260	10.0	780
25 years or more	312	12.0	936

*Accrual rates will be prorated for employees with less than 104 hours in active pay status.

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C. PART-TIME PERMANENT EMPLOYEES: Accrue vacation leave on a prorated basis.

5. VACATION LEAVE ACCRUAL RATE ADJUSTMENT BASED ON PRIOR STATE EMPLOYMENT SERVICE:

- A. Bargaining unit employees: Employees may request prior employment credit to adjust the annual accrual rate for service with state agencies, i.e., agencies whose employees are paid by the Auditor of State, to be computed for the purpose of determining the rate of accrual for new employees.
- B. Exempt employees: Employees may request prior employment credit to adjust the annual accrual rate for service with the state or any political subdivision of the state. Prior service with any of these employers will be counted as service with the state for the purpose of computing the amount of vacation leave.
- C. Employees who have service with the Ohio National Guard may also request prior employment credit for the purpose of computing the amount of vacation leave. Employees will receive one year of prior service credit for each year of service with the Guard. (Reference 9.44 ORC)

6. USE OF VACATION LEAVE:

- A. Vacation leave may be used in one-tenth (.1) hour units.
- B. Vacation leave shall be taken at a time mutually agreeable to both the employee and the supervisor; however, every effort will be made to grant vacation time at the convenience of the employee if such scheduling does not seriously hamper the unit's work coverage. Management may establish minimum staffing levels and restrict the number of concurrent vacation leave requests.
- C. Vacation leave may not be used until an employee has completed a minimum of one year of state service.
- D. If an employee transfers employment to another state agency or a local jurisdiction, he or she will retain the accrued and unused vacation leave balance.
- E. Exempt employees who have at least one year's employment service and who terminate from the payroll for any reason (including death), will receive full payment for any unused vacation leave. Death benefits will be paid to the properly designated beneficiary.
- F. Collective bargaining employees who leave the payroll for any reason after six (6) months of employment with the agency will receive the same payoff of unused vacation leave as described for exempt employees.
- G. Unless the supervisor agrees otherwise, an employee's vacation period used will not exceed one (1) year's accrual per vacation period at one time.
- H. Vacation leave may be accumulated to a maximum of three times the yearly amount accrued, e.g., if an employee is in the years of service category to accumulate 120 hours per year, then he/she may accumulate 360 hours of vacation leave. Further accumulation will not continue when the maximum is reached, and the employee will not be paid for vacation leave lost at this point. When an employee's vacation balance reaches the maximum level, and if the employee has been denied vacation during the past twelve (12) months, the employee may be paid for the time denied up to the maximum amount the employee would be entitled to be paid in any pay period. The employee must be at the maximum accrual to request such payment.

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