

VACATION LEAVE

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

CONTACT: OFFICE OF EMPLOYEE SERVICES

Vacation Leave 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. Both Bargaining Unit and 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 the State, the Ohio National Guard, or any political subdivision of the State.
2. Part-time employees accrue pro-rated vacation.
3. Employees may carry a maximum of three years accrued vacation.
4. Vacation may be requested after employees have completed their initial probationary period.
5. The accrual rate is as follows:

Length of State Service	Accrual Rate
	Hours Earned Per 80 Hours in Active Pay Status Per Pay Period
Less than 4 years	3.1 hours
4 Years or more	4.6 hours
9 Years or more	6.2 hours
14 Years or more	6.9 hours
19 Years or more	7.7 hours
24 Years or more	9.2 hours

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

7. 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.
8. Vacation requests in excess of balance will not be approved.
9. 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.
10. 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.
11. The appointing authority reserves the right to cancel all vacations in an emergency.
12. Employees who transfer to another agency will transfer accrued vacation.
13. Vacation is automatically paid upon separation from State service. If an employee has less than six (6) months total service, vacation will not be paid upon resignation.
14. Employees may not use vacation to extend a separation date.

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