

**EMPLOYEE POLICY MANUAL**

**SUBJECT: Leave Classifications  
Vacation Leave**

Resolution no. 221219-8

Effective January 1, 2023, vacation leave is earned by all employees based upon the level of their position and years of service.

New hires are eligible to take earned vacation leave six (6) months after their hire date. No employee may take vacation leave in advance of earning such leave.

Employees may accumulate a maximum of two regularly worked weeks or (10 days) of vacation leave to be carried over to the following year.

Any accumulation over the maximum for all employees must be taken by the end of the last pay period of that year.

Vacation leave is earned as follows:

	<b>Full-time</b>	<b>Part-time</b>
Six months through one year	40 hours	20 hours
After one year through five years	80 hours	40 hours
After five years through ten years	120 hours	60 hours
After ten years and more	176 hours	88 hours

Vacation time for part-time employees is pro-rated, based on the number of hours worked.

An employee should submit a written request to their supervisor for vacation leave at least ten (10) days in advance. A vacation leave will be granted to an employee upon request to their immediate supervisor. Staffing of the library is the primary consideration in determining approval of a vacation leave request.

Upon resigning their position at Stow-Munroe Falls Public Library, an employee shall be paid for all unused, earned vacation leave provided employee has been employed for at least six (6) months.

All employees hired before January 1, 2023 stay at their current rate of vacation accrual.

**PRIOR PUBLIC SERVICE**

The provision of section 9.44 of the revised code provides that the service of a person employed, other than as an elective officer, by the state or any political subdivision of the state is entitled to have that prior service counted for the purpose of computing the amount of the employee's vacation leave.

There are exceptions to this provision. Those retired and rehired employees are specifically stated to be not entitled to have prior service with the state or political sub-division of the state counted for the purposes of computing vacation leave.

A request for certification of Prior Public Service must be completed within 30 days of hire date. A request form will be available upon hire from the Fiscal Officer's Office.