

# VACATION LEAVE

- A. Paid vacation is available to eligible employees in accordance with the terms and conditions of this policy. The paid vacation benefit is offered to recognize length of service and to enable employees to manage their time off in a manner that best suits their personal needs and preferences. Vacation leave is a benefit offered by the Library and is not an employee entitlement nor required by law.
- B. Full-time employees and part-time employees, who work 10 hours or more per week on a regularly scheduled basis, earn vacation time. Part-time employees who work less than 10 hours per week and substitute employees are not eligible for paid vacation leave.
- C. In counting and computing vacation leave, the Library recognizes the prior public service of its employees according to the Ohio Revised Code Section 9.44.
- D. Vacation leave is accrued based upon an employee’s status as full or part-time and length of service. Employment time spent as a substitute employee is not counted when determining length of service (service years). An eligible employee begins to accrue vacation leave on the employee’s first day of employment with the Library, however; an employee may not use vacation time until the employee has completed six months of service with the Library.
- E. Vacation leave accrues in accordance with the following schedule to be used the following year. Employees begin accruing at a higher rate upon attaining the next level of service years.

Service Years	Vacation Leave Accrual Rates	
	Full-time Employees (except Managers)	Full-time Managers
0-4 Years	96 hours annually (8 hours per month)	180 hours annually (15 hours per month)
5-9 Years	138 hours annually (11.5 hours per month)	204 hours annually (17 hours per month)
10-14 Years	162 hours annually (13.5 hours per month)	222 hours annually (18.5 hours per month)
15 or More Years	180 hours annually (15 hours per month)	240 hours annually (20 hours per month)

- F. Part-time employees, who work 10 hours or more per week, on a regularly scheduled basis, earn vacation leave on a prorated basis in accordance with the chart above.
- G. Employees may not elect to receive additional pay instead of the time off for vacation leave. Employees may roll over up to one week’s vacation to the next year – never exceeding the maximum amount by more than one week (a week is defined by an employee’s weekly budgeted hours).
- H. Accrued vacation hours will be subtracted when an employee takes any significant leave of absence, except for a military leave of absence in accordance with applicable laws.
- I. An employee is required to submit Vacation Leave requests to the Department Manager for approval. All Vacation Leave requests for the calendar year must be submitted in January, with the exception of one week. Employees must receive advance approval from the Department Manager prior to taking vacation. The Department Manager may deny any Vacation Leave request based upon the Library’s operational needs, workload requirements or other business reason. Except as otherwise specified herein, when employees’ vacation requests conflict, the Department Manager will consider the order in which the request was submitted, special considerations surrounding the request, and business needs of the Library as a basis for approval. On weekends before holidays and other days of the year that are typically requested for vacation days, the Department Manager will alternate approval of such requests among staff, in so far as practicable.

VACATION LEAVE CONTINUED

- J.** Vacation time is paid at the employee's regular rate of pay at the time vacation is taken. It does not include overtime or any special forms of compensation.
- K.** An employee shall be paid, at his/her current rate of pay, the portion of any earned but unused vacation leave to his/her credit at the time of separation from the Library, including resignation, retirement and layoff.