

SECTION 6.2

VACATION

- (a) After 6 months of service, employees will have earned, and will be credited with forty hours of vacation leave with full pay. Six months of service shall be computed on the basis of thirteen biweekly pay periods. After six months of service, vacation will be accrued bi-weekly at the following rates:

<u>Service Time</u>	<u>Accrual Rate</u>	<u>Annual Vacation</u>
0 - 5 years of service	3.1 hours	two weeks
After 5 years of service	4.6 hours	three weeks
After 10 years of service	6.2 hours	four weeks
After 20 years of service	7.7 hours	five weeks

- (b) Vacation Accrual

- (1) Any employee claiming prior service for purposes of vacation accrual is responsible for obtaining verification of this prior service from his or her prior employing jurisdiction, by means of an original letter signed by an authorized official of the jurisdiction within 90 days of initial employment. If the service is for Ohio National Guard time, the NGB Form 23 Must be submitted as verification of service time. Vacation accrual based upon prior service will only be granted to the employee prospectively from the date upon which the employee has provided such written verification from the prior employer.

- (2) A year of service is defined in ORC, by the OAG opinion, and by Butler County Prosecutor opinion as being 26 bi-weekly periods. Therefore, the written verification required above must indicate the number of bi-weekly periods worked, or it must be easily determined by BCEO Human Resources. If not stated in terms of bi-weekly periods, BCEO Human Resources will make a good faith effort to determine bi-weekly periods and credit the employee accordingly.

- (3) “Years of Service” includes prior service with Butler County or any political subdivision of the State of Ohio (not federal service, military service (except the Ohio National Guard) or service in other states). Any employee who comes to Butler County with more than one year of prior service with this county or any other political subdivision of the state starts earning vacation immediately and can use it as it is earned (ORC).

- (c) Permanent part-time employees are eligible for vacation benefits at a prorated rate, based on the number of hours worked divided by eighty (80) hours, multiplied by the appropriate hours earned per pay period. Temporary employees, intermittent employees, and casual employees are not entitled to earn or receive any vacation leave.

- (d) Vacation will be scheduled at the discretion of the employer based on the

workload requirements. Vacation of one (1) day or less, prior approval of the employee's supervisor is required; one (1) day but not more than one (1) week, at least fourteen calendar days advance notice is required. All other requests for vacation, at least thirty (30) calendar days advance notice is required. All requests for vacation approval must be submitted to the employee's immediate supervisor and are subject to final approval or disapproval of the Butler County Engineer or his Designee. The supervisor shall grant or deny the requested vacation as soon as practicable. These time limits may be waived at the discretion of the Butler County Engineer.

- (e) In no case may an employee take his or her vacation early, prior to the actual accrual of the vacation credit as provided in this Section. In other words, no employee may be advanced vacation. Vacation is considered to have accrued at such time as it is posted to the "Vacation, Comp and Sick Time" sheets that are distributed each pay period.
- (f) Vacation leave is earned while on vacation, sick leave, or compensatory time, but additional vacation leave is not accrued through the accumulation of paid overtime.
- (g) No vacation leave shall be carried over for more than two (2) years, unless special written permission to do so has been granted by the Butler County Engineer. Under no circumstances may an employee carry vacation leave over for more than three (3) years, and any vacation accrued in excess of the amount provided under this Section is forfeited.
- (h) An employee who retires, resigns, or has otherwise terminated his or her employment, and who has not been discharged for theft, falsification of records, destruction of employer equipment, or mistreatment of members of the public or other employees, and who has not received the vacation pay to which he or she is entitled, shall receive said vacation pay at the next regular pay period.
- (i) If an employee transfers from one appointing authority to another, whether within Butler County or to a state agency, state civil service law requires that all accrued but unused vacation credit be cashed out as if the employee had separated from employment.
- (j) Donation of vacation leave - see Section 6.3 (N).



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Butler County Engineer

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