

## VACATION

### PURPOSE

The purpose is to provide accrued vacation leave as a fringe benefit to eligible administrative, professional/technical, and classified Edison State Community College employees.

### POLICY STATEMENT

It is the policy of Edison State Community College to provide employees with the opportunity to have some time away from work in order to ensure their physical and mental wellbeing.

Vacation leave accrued time is accrued semi-monthly from the date of hire, based upon length of service and categories in accordance with the following schedules:

#### Administration

0 through 4 Years of Service: 160 Hours  
5 through 9 Years of Service: 180 Hours  
10+ Years of Service: 200 Hours

- For the purposes of determining qualification for increased vacation accrual, anniversary dates for individual employees will be computed from the first day of the month in which they were employed.
- Administrative employees who work part-time as defined in Employee Categories and Definitions Policy will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- Accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the administrative employee during a full year of service.

#### Professional/Technical

0 through 4 Years of Service: 120 Hours  
5 through 9 Years of Service: 140 Hours  
10 through 14 Years of Service: 160 Hours  
15 through 19 Years of Service: 180 Hours  
20+ Years of Service: 200 Hours

- For the purposes of determining qualification for increased vacation accrual, anniversary dates for individual employees will be computed from the first day of the month in which they were employed.
- Professional/technical employees, who work part-time as defined in Employee Categories and Definitions Policy, will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- Accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the professional/technical employee during a full year of service.
- This section applies to professional/technical employees hired, promoted, or transferred as of July 1, 2013.

### Classified

0 through 4 Years of Service: 80 Hours  
5 through 9 Years of Service: 120 Hours  
10 through 14 Years of Service: 140 Hours  
15 through 19 Years of Service: 160 Hours  
20 through 24 Years of Service: 180 Hours  
25+ Years of Service: 200 Hours

- For the purposes of determining qualification for increased vacation accrual, anniversary dates for individual employees will be computed from the first day of the month in which they were employed.
- Classified employees, who work part-time as defined in Employee Categories and Definitions Policy, will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- For employees hired as of July 1, 2013, accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the classified employee during a full year of service.
- For employees hired prior to July 1, 2013, accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the classified employee during two (2) years of service.

Pursuant to ORC 9.44(A), employees who were previously employed by the State of Ohio or a State of Ohio political subdivision are entitled to have their prior service time with any of these employers counted as service time with the College for the purpose of computing the employee's vacation accrual rate.

### **PERSONS AFFECTED**

All benefits eligible administrative, professional/technical, and classified Edison State Community College employees. Full-time faculty members are subject to the sick leave provision in the ESEA Agreement.

### **DEFINITIONS**

#### **BENEFITS ELIGIBLE EMPLOYEES**

Means administrative, professional/technical, and classified employees, excluding temporary employees, who work twenty (20) or more hours a week for 52 weeks per year (1040 hours each year).