

## 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 completed years of service as per the following schedules:

#### Administration

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

- 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.

#### Professional/Technical

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

- 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.

#### Classified

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

- 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 all above categories, an employee's accrued vacation leave may be carried forward in accordance with R.C. 124.134. Any vacation beyond a three-year maximum accrual will be eliminated from the employee's leave balance.

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.

### Vacation Usage Upon Separation

- **Vacation Usage Following Notice of Resignation or Retirement**
  - Vacation time may not be used to extend employment beyond the employee's designated final day of work. All vacation usage must be approved in advance by the supervisor and must align with operational needs.

### Consecutive Vacation Usage

Except in the case of FML or maternity/paternity leave, employees are generally limited to taking no more than **three (3) consecutive weeks** of vacation time. Requests for extended vacation usage beyond this limit will only be considered under **extenuating circumstances** and must be approved in advance by the employee's **immediate supervisor, human resources**, and the appropriate **division Vice President**. Approval will be based on operational impact, staffing coverage, and the nature of the request.

### **PERSONS AFFECTED**

All benefits eligible administrative, professional/technical, and classified Edison State Community College employees.

### **DEFINITIONS**

#### **BENEFITS ELIGIBLE EMPLOYEES**

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).