

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.12

VACATION

Purpose:

Eligible employees of the Trumbull County Board of Developmental Disabilities are entitled to vacation leave with full pay according to the schedule outlined in this policy.

Policy:

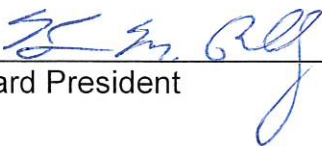
- A. Full time non-bargaining unit employees/management employees (as defined in ORC 5126.20) of the Trumbull County Board of Developmental Disabilities will accrue paid vacation according to the following schedule:

<u>Years of Service</u>	<u>Paid Vacation Accrual</u>
Year 1 – 8	3.1 hours/80 hours worked
Years 9 – 15	4.6 hours/80 hours worked
Years 16 – 25	6.2 hours/80 hours worked
Years 26 +	7.7 hours/80 hours worked

- B. During the first year of employment, employees may not take paid vacation until they have actually accrued the vacation. If an employee uses accrued vacation prior to their anniversary date, they will be charged those hours at their anniversary date.
- C. “Years of Service” for the purposes of this policy shall mean service with any Ohio county agency or political subdivision of the state or county.
- D. Vacation is earned while on vacation, sick leave, or compensatory time, but vacation is not accrued through the accumulation of paid overtime.
- E. Vacations are scheduled in accordance with workload requirements of the employees department. For this reason vacation requests should be made at least four (4) weeks in advance of the proposed starting date.
- F. Employees shall be permitted to accumulate vacation leave for up to two (2) years of their annual leave value. At the beginning of year three, any unused vacation time will be paid out at the employee’s current pay rate, returning the employee to one (1) year of accumulated vacation leave as outlined in the above schedule.
- G. An employee is entitled to compensation, at his/her current rate of pay, for the prorated portion of any earned, but unused vacation leave for the current year to his/her credit, at the time of separation or retirement, and in addition, shall be compensated for any unused vacation leave accrued to his/her credit, with the

permission of the Superintendent, for up to three (3) years immediately preceding the last anniversary date of employment.

- H. If an employee transfers from one county to another county department or state agency, he or she may request that accumulated vacation credits be transferred rather than paid out.
- I. Vacation leave is granted in minimum units of four (4) hours or at the discretion of the superintendent (or supervisor).
- J. Ohio Revised Code 325.19 specifically does not apply to management contract employees and it is therefore the intent of the Board to apply the schedule outlined in the policy to management contract employees.
- K. Vacation leave accrual for management employees is subject to the negotiated "Employment Contract for Management Employees".



Board President



Superintendent

Adopted: 6/24/85
Revised: 10/25/93
5/26/98
Updated: 7/24/2012
Revised: 6/28/2022

Reference:
ORC 325.19
ORC 5126.20
ORC 5126.21
ORC 5126.22