

3357:13-16-701 Earned Time Off/Vacation for Full-Time Staff

(A) Accrual

- (1) Vacation leave accrues while an employee is in active pay status, beginning from the first day of employment.
- (2) An adequate vacation leave balance must be accrued prior to usage i.e. vacation cannot be taken in advance of being earned.
- (3) Full-time staff earns vacation leave in accordance with the accrual schedule.
- (4) A maximum of 240 hours may be accumulated.

(B) Use

- (1) Vacation may be used in increments, at a minimum, of a quarter hour.
- (2) Vacations are subject to approval by supervisors with due consideration being given to staffing requirements, employee’s length of service, employee’s preference, etc.
- (3) Vacation requests must be made in advance to the appropriate supervisor. Vacation requests may not be approved if advanced notice is not provided.

(C) Leave Pay Out

A staff member who terminates employment or transfers to a position that is ineligible for vacation will be paid any accrued vacation leave that is unused, subject to the maximum of the vacation accrual schedule. Accrued vacation payouts are at the current rate of compensation.

(D) Accrual Schedule

(1) Hourly Staff – Non-Exempt

Period of Continuous Full-Time Employment	Bi-weekly Accrual	Yearly Accrual/Days	Yearly Accrual/Hours
1-5 years	3.08 hrs.	10 days	80 hrs.
6-10 years	4.62 hrs.	15 days	120 hrs.
11 <sup>th</sup> and succeeding years	6.15 hrs.	20 days	160 hrs.

(2) Non-Teaching Professional Staff - Exempt

Period of Continuous Full-Time Employment	Bi-weekly Accrual	Yearly Accrual/Days	Yearly Accrual/Hours
First and succeeding years	6.15 hrs.	20 days	160 hrs.

(3) Administration - Exempt

Period of Continuous Full-Time Employment	Bi-weekly Accrual	Yearly Accrual/Days	Yearly Accrual/Hours
First and succeeding years	7.38 hrs.	24 days	192 hrs.

(E) Vacation Buy-Back While Employed (PILOT)

(1) Purpose: to provide eligible employees with the option to receive a payout for a portion of their accrued but unused vacation time while employed, in accordance with College policy.

(2) Scope: This procedure applies to all full-time employees who have accrued vacation time and wish to cash out a portion of their balance while continuing their employment.

(3) Responsibilities:

(a) Human Resources (HR): Responsible for managing vacation accruals, approving requests, and ensuring compliance with this policy.

(b) Payroll Department: Responsible for processing vacation cash-out payments.

(4) Eligibility

(a) Must be employed full-time for three (3) years.

(b) Must not have used more than 40 hours of sick time in the previous 12 months before the request (excluding FMLA).

(5) Limitations

(a) Must have a minimum balance of 80 hours of vacation after the cash-out request.

(b) Employees may only request a cash-out up to 2 times per fiscal year.

(c) The number of hours that can be cashed out in one request is 20 hours or 40 hours.

(6) Procedure

Step 1: Employee Request

(a) Employees must submit a written or electronic Vacation Buy-Back Request to HR.

(i) The request should include the number of vacation hours the employee wishes to cash out.

(ii) The request for payout will be processed the pay period following all approvals.

#### Step 2: Human Resources Review

(b) HR will verify the employee's eligibility, including:

(i) Accrued vacation balance (ensuring the employee meets the minimum retention requirement).

(ii) Whether the employee has already requested a cash-out within the allowed time frame.

(iii) Compliance with the College's maximum allowable vacation cash-out policy.

(c) If the employee meets all eligibility criteria, HR will approve the request. If the employee does not meet eligibility criteria, HR will notify the employee of the denial and provide the reason.

#### Step 3: Payroll Processing

(d) The Payroll Department will calculate the value of the vacation hours to be cashed out based on the employee's current pay rate.

(i) Example Calculation:

- Requested vacation cash-out: 40 hours
- Hourly pay rate: \$25/hour
- Cash-out value = 40 hours x \$25/hour = \$1,000

(e) The vacation payout will be processed and included in the employee's next regular paycheck.

(f) Ensure all applicable deductions (e.g., taxes) are applied to the payout.

#### Step 4: Record Keeping

(g) HR will update the employee's vacation balance to reflect the reduction in hours due to the cash-out.

(h) All records related to the cash-out request, including approvals and payments, will be maintained in the employee's salary file.

(7) Compliance

- (a) This procedure will comply with all relevant labor laws, tax regulations, and applicable College policies, ensuring that vacation cash-outs are handled fairly and legally.

(8) Exceptions

- (a) The College reserves the right to deny vacation cash-out requests based on business needs, budgetary constraints, or other operational factors.
- (b) In cases of financial hardship or special circumstances, the College may allow exceptions to the standard policy with senior management approval.

Effective: September 24, 2024

Next Review: September 1, 2029

Review Dates: 3/27/96, 7/1/00, 3/1/04, 3/1/13, 8/1/13, 3/3/14, 3/15/24, 9/24/24

Approved by the Board of Trustees: March 27, 1996