

## 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 and permanent part-time staff earns vacation leave in accordance with the accrual schedule. Vacation leave accrual is pro-rated for permanent part-time staff of less than 100% FTE.
- (4) A maximum of 30 days (240 hours) may be accumulated.

### (B) Use

- (1) Vacation may be charged 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 not used by the effective date, subject to the maximums of the vacation accrual schedule. Accrued vacation payouts are at the current rate of compensation. No payment will be made for unused vacation days otherwise.

### (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.

Effective: March 3, 2014

Next Review: March 1, 2019

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

Approved by the Board of Trustees: March 27, 1996