

SECTION 5.0: VACATION

A. ELIGIBILITY

Full-Time and Part-Time employees are eligible to earn vacation leave.

Intermittent, Seasonal, and Temporary employees including Interns are not eligible to earn vacation leave.

B. ACCRUAL:

Eligible employees earn vacation leave with full pay based on the number of hours in active pay status in a pay period, in accordance with the schedule below.

All hours are credited to the employee account upon completion of the pay period. Employees are not permitted to use accrual within the same pay period that it is being earned.

Vacation hours are not earned if an employee is in unpaid status for an entire pay period.

Vacation leave is prorated when part-time employees and/or when employee earns pay for any part of a pay period (NOTE: for purposes of this policy, hours on mandatory furlough are counted the same as active pay status when determining vacation accrual.)

Overtime is not a factor in determining vacation accrual.

Accruals increase on the pay period that includes the designated years of service anniversary.

| Years of Service | Accrual for 80 Hours Bi-Weekly | Annual Accrual (Full-Time) |
|------------------------------|--|--|
| Less than 5 years | 3.1 Hours Bi-Weekly (.03875 per hour) | 80.6 Hours Per Year (Approx 2 Weeks) |
| 5 th Anniversary | 4.6 Hours Bi-Weekly (.0575 per hour) | 119.6 Hours Per Year (Approx 3 Weeks) |
| 10 th Anniversary | 6.2 Hours Bi-Weekly (.0775 per hour) | 161.2 Hours Per Year (Approx 4 Weeks) |
| 15 th Anniversary | 7.7 Hours Bi-Weekly (.09625/hour) | 200.2 Hours Per Year (Approx 5 Weeks) |

C. SCHEDULING

Vacation scheduling is subject to the approval of the Department Head or designee. Requests of thirty days or more can only be approved by the Department Head.

Employees are encouraged to take earned vacation leave each year. Supervisors shall arrange work schedules to foster opportunities for all employees to take earned vacation leave.

D. CHANGING VACATION LEAVE REQUEST

If an employee is on a pre-scheduled vacation day and becomes ill, the leave is still deducted from the vacation balance. However, Vacation leave may be changed to sick leave only for days that an employee or his/her immediate family member is admitted and confined to a hospital.

E. CARRYOVER RULES

Vacation leave may be accrued up to the Maximum Vacation Balance. Any excess accrual shall be forfeited when it exceeds the maximum.

1. EMPLOYEES HIRED PRIOR TO 05/30/2019

| Years of Service | Maximum Vacation Balance |
|------------------------------|---------------------------|
| Less than 5 years | 240 Hours (120 Part-Time) |
| 5 th Anniversary | 360 Hours (180 Part-Time) |
| 10 th Anniversary | 480 Hours (240 Part-Time) |
| 15 th Anniversary | 600 Hours (300 Part-Time) |

2. EMPLOYEES HIRED OR REHIRED ON OR AFTER 05/30/2019

An employee who terminates and is rehired, shall be subject to the Maximum Vacation Balance associated with his/her rehire date. Note: Employees who are rehired may still have an adjusted date of service for the purposes of calculating vacation accrual, as outlined in Section B and F in this policy.

| Years of Service | Maximum Vacation Balance |
|------------------------------|---------------------------|
| Less than 5 years | 100 Hours (50 Part-Time) |
| 5 th Anniversary | 200 Hours (100 Part-Time) |
| 10 th Anniversary | 300 Hours (150 Part-Time) |
| 15 th Anniversary | 400 Hours (200 Part-Time) |

Effective: November 12, 1991

Revised: 09/17/92, 11/01/95, 05/07/97, 12/05/00, 02/23/01, 01/23/02
12/09/02, 10/01/05, 12/28/06, 10/01/09, 05/30/19

F. PRIOR SERVICE

1. Prior service with Hamilton County and other political subdivisions of the State of Ohio is taken into account in the calculation of determining service credit (years of service) for purposes of vacation accrual. Service credit for prior seasonal, intermittent, and temporary employment is only calculated on bi-weekly pay periods in which the employee actually worked, regardless of the number of hours worked in the pay period. Period of non-paid status are not included in the calculation of prior service credit. (For example, a seasonal employee who does not work during the off-season, prior service is only counted through their last day worked.)
2. It is the responsibility of the new employee to obtain documentation verifying prior service. Employees may use the Prior Service Verification Form available from HR to assist in this process. Upon receipt of the Verification Form, HR will credit the employee with the prior service and update all benefit accrual and personnel records. At no time will retroactive accruals be credited.
3. When an employee is credited with prior service, the start date with Hamilton County is adjusted to include this service by counting backward from the start date. This "adjusted date-of-service" is used when computing the rate of vacation accrual and the date that the employee crosses each threshold to higher accrual rates.
4. An employee who is hired (or re-hired) after having retired in accordance with the provisions of any retirement plan offered by the state (including the City of Cincinnati Retirement Fund and Police and Fire Fund) shall not have prior service counted for the purpose of computing vacation leave.

G. TERMINATION

With departmental approval, an employee may extend the date of separation through the end of the month in which the employee last worked by using accumulated vacation leave.

However, the position cannot be filled until a vacancy occurs.

An employee, who separates for any reason after attainment of their first anniversary with Hamilton County, is entitled to compensation at his/her current rate of pay for any earned but unused vacation leave at the time of separation, not to exceed the accrual limit provided in paragraph E.

- H. The Human Resources Department shall establish, maintain and communicate standard operating procedures (SOPs) for effectively administering this policy in accordance with applicable laws and regulations and in cooperation with affected departments and agencies.

Effective: November 12, 1991

Revised: 09/17/92, 11/01/95, 05/07/97, 12/05/00, 02/23/01, 01/23/02
12/09/02, 10/01/05, 12/28/06, 10/01/09, 05/30/19