



Medina County Policy Manual



Policy: Vacation	Section: Benefits	Number: 5.045
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ORC 325.19

- A. All full-time employees are entitled to receive vacation benefits as shown on the chart below. Employees are eligible for vacation after having completed one (1) year of service.
- B. Each year of service is computed on the basis of twenty-six (26) bi-weekly pay periods from the date of employment to the anniversary date of employment (vacation accrual cycle).
- C. The amount of vacation which accrues per pay period is based on the number of years of service with the County in accordance with the following schedule:

Completion Years Service	Bi-Weekly Accrual Rate	Maximum Accrual	Maximum Carryover	JFS Maximum Carryover
1-5	3.1 hours	80 hours	160 hours	240 hours
6-10	4.6 hours	120 hours	240 hours	360 hours
11-20	6.2 hours	160 hours	320 hours	480 hours
21 +	7.7 hours	200 hours	400 hours	600 hours

1. Employees shall become eligible for the maximum vacation accrual of 120 hours beginning with their 6th year of employment.
2. Employees shall become eligible for the maximum vacation accrual of 160 hours beginning with their 11th year of employment.
3. Employees shall become eligible for the maximum vacation accrual of 200 hours beginning with their 21st year of employment.
4. "Year" is defined as from the date-of-hire (service date) to the following year in which the employee's date-of-hire occurs.

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5. Full-time employees do not accrue additional vacation time for overtime hours worked.
- D. As of October 25, 1995, service time for the purpose of calculating vacations for all eligible employees will be determined by the total service an employee has with the state or any political subdivision of the state. Prior service need not be continuous. However, prior service credit will not apply to an employee who has retired and is rehired after June 20, 1990. The rate that employees earned vacation between June 20, 1990, and October 25, 1995, will not be retroactively adjusted due to the October 25, 1995, change to the Ohio Revised Code.
- E. An employee is entitled to compensation, at his or her current rate of pay, for the portion of any earned but unused vacation leave for the current year to his or her credit at the time of separation or retirement.
1. In addition, the employee shall be compensated for any unused vacation leave accrued to his or her credit up to the allowable maximums listed in Section C above.
 2. If an employee terminates employment before serving one (1) full year with the County, or any political subdivision of the state, he/she will receive no vacation pay.
- F. It is recommended that vacation leave requests must be submitted in writing to the employee's immediate supervisor for approval at least two (2) weeks in advance of the vacation day(s) requested.
1. When two (2) or more employees request the same vacation date it must be understood that, due to minimum departmental staffing requirements, all requests may not be accommodated. The request of the employee(s) with the most seniority will be granted provided the request is submitted a minimum of two (2) weeks in advance. Leaves requested less than two (2) weeks in advance will be granted in the order received.
 2. Once an employee has received approval for vacation leave, he/she may not be displaced by a more senior employee.
 3. Vacation leave may be denied during specific period(s) if the departmental/agency work load dictates. In such circumstances the departmental/agency should provide at least two weeks advance notice for vacation day(s) that have been requested.

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- G. While on vacation, if an employee experiences a serious health condition or injury (Reference [Policy 4.010—Family Medical Leave](#) guidelines and definition for meeting a "serious health condition"), or a death in the family that would qualify for paid sick leave, he/she may request that the time off be charged to bereavement leave or sick time by providing documented proof of eligibility.
- H. An employee may not report to work and be paid regular pay plus vacation simultaneously.
- I. Upon the death of an employee, compensation for accrued vacation shall be disbursed in accordance with ORC 2113.04 or to the estate of the employee.
- J. If any person removed from public employment for conviction of a felony, within the meaning of R.C. section 124.34, is subsequently re-employed by Medina County, such person is only qualified to accrue vacation as if he were a new employee receiving no prior service credit.
 - § 124.34: ¶ "If subsequently reemployed in the public sector, such person shall qualify for and accrue these forms of leave in the manner specified by law for a newly appointed employee and shall not be credited with prior public service for the purpose of receiving these forms of leave."
- K. Vacation leave may be used in conjunction with holidays. If a holiday occurs during a period of vacation leave, vacation leave will not be charged for the holiday.
- L. Vacation leave may be used in conjunction with sick leave, when sick leave has been exhausted, to cover for extended periods of disability.
- M. Vacation is charged in minimum units of one-half hour (.5 hour) increments.
- N. Employees transferring between Medina County appointing authorities shall be paid for all their accrued vacation at the time of transfer (refer to paragraph D: calculating vacations for prior service).
- O. Employees transferring from full time to part time status shall be paid off, at his or her current rate of pay, for the portion of any earned but unused vacation leave for the current year to his or her credit at the time of transfer. In addition, the employee shall be compensated for any unused vacation leave accrued to his or her credit up to the allowable maximums listed in Section C above.