

Stark County Board of Developmental Disabilities

Policy 4.26 Vacation	Effective: 11/24/23
Chapter 4: Human Resources	Page 1 of 4

VACATION

POLICY

Employee service and dedication are vital for the success of the Stark County Board of Developmental Disabilities. The Board also believes that employee morale and well-being are vital for this same success. Vacation time is therefore a crucial component of the Board's employee benefits. Vacation time gives employees time off from work for rest and relaxation, to handle unexpected demands, or for personal reasons. In order to reward employee service, vacation time increases with years of service.

The Board grants all full-time staff and staff identified as full-time, not 9 or 10-month staff, vacation leave with pay based upon the completion of six (6) months of employment. Employees are also granted the number of years of service with the Board and/or other political subdivisions of the State of Ohio, within the limitations of this policy.

Each first of June and December, employees with vacation balances equal to or greater than seventy-five (75) hours have the option to receive a payout of up to one (1) week's compensation in lieu of vacation.

Upon separation from Board service, including retirement, payment for earned but unused vacation, not in excess of the maximum accrual allowed, will be made in a lump sum at the employee's current rate of pay. An employee will not be carried on the payroll for the purpose of liquidating the vacation balance, with one (1) exception. An employee may use up to five (5) days of available paid time at the end of their employment.

The Superintendent shall develop procedures to implement this policy.

ORC 325.19

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of Human Resources
9/26/17	09-41-17	
2/25/20	02-09-20	
10/24/23	10-38-23	

Stark County Board of Developmental Disabilities

Policy 4.26 Vacation	Effective: 11/24/23
Chapter 4: Human Resources	Page 2 of 4

VACATION

PROCEDURES

- I. The Board shall provide vacation credit to new employees or newly eligible employees based upon years of service with any of the following outside entities:
 - a. State agencies in Ohio
 - b. County agencies in Ohio
 - c. City and township agencies in Ohio
 - d. Public school districts in Ohio
 - e. Political subdivisions of the State of Ohio
- II. New employees must provide official documentation of any and all Ohio service credit within 90 days of hire.
- III. Employees who have retired in accordance with the provisions of any retirement plan offered by the State or any political subdivision of the State of Ohio on or after June 24, 1987, and are then hired by the Board, shall not have prior service with the State or any political subdivision of the State counted for the purpose of computing vacation.
- IV. All management employees shall receive vacation benefits as specified in their management contracts.
- V. Employees with an employment contract have vacation benefits, which can be negotiable, but the Superintendent may approve a vacation benefit up to four weeks based upon an employee's work history outside of public employment and in accordance with Ohio Revised Code 5126.21.
- VI. All full and part-time twelve (12) month employees are entitled to receive vacation as follows:
 - a. Upon completion of the first year, the employee is entitled to ten (10) days and the same for years two (2), three (3), four (4), and (5).
 - b. Upon completion of six (6) years, the employee shall be entitled to fifteen (15) days and the same for completion of years seven (7), eight (8), nine (9), ten (10), eleven (11), twelve (12), thirteen (13), and fourteen (14).
 - c. Upon completion of fifteen (15) years, the employee shall be entitled to twenty (20) vacation days and the same years for completion of sixteen (16), seventeen (17), eighteen (18), nineteen (19), and twenty (20) years.

Stark County Board of Developmental Disabilities

Policy 4.26 Vacation	Effective: 11/24/23
Chapter 4: Human Resources	Page 3 of 4

- d. Upon the completion of twenty-one (21) years, the employee shall be entitled to one additional vacation day for each year completed thereafter.
 - e. Newly hired 12-month employees can begin using any accrued vacation that appears in KRONOS after six (6) months of employment from their date of hire.
 - f. Employees transferred or promoted to a 12-month vacation eligible position, can begin using any accrued vacation that appears in KRONOS immediately if they have satisfied at least six (6) months of employment.
 - g. An employee who is eligible for vacation time who leaves the organization, will receive any accrued vacation in the form of a payout as long as they have worked at least six (6) months for the agency.
- VII. Nine and ten-month employees are not eligible for vacation pay unless specified in a management contract. Staff working in substitute, temporary or stipend-only positions are not eligible for vacation pay.
- VIII. Vacation schedules shall be determined by the Superintendent or his/her designee. Employees must submit electronic requests designating the period they wish to take their vacation. Reasonable employee requests for vacation scheduling shall be granted. Reasonable requests shall be presumed to be twenty-four (24) hours in advance when substitutes are required, except in extenuating circumstances. Employees must have sufficient accumulated vacation time on the books at the time of request in order to schedule a vacation, except in circumstances approved by the Superintendent or his designee.
- IX. Accrual of up to three (3) years earned vacation benefits, with prior approval, shall be permitted unless otherwise delineated in an employment contract. Any excess vacation leave shall be eliminated from the employee's vacation leave balance.
- X. If a twelve (12) month employee transfers to a nine (9) month position, he/she shall be afforded the opportunity to use accrued vacation prior to the start of the nine (9) month position. In the event the employee is unable to take the accrued vacation time off, he/she shall be paid for the remaining unused time at the twelve (12) month rate of pay prior to the start of the nine (9) month position.
- XI. Employees may change scheduled vacation time to sick time (provided the employee has accrued sick time available) up to the start of business on the scheduled vacation day(s). A request received by the appropriate manager after the start of business will be charged as vacation time for that day. However, any following day(s) of scheduled vacation time may be converted to sick time. All such requests shall be supported by a doctor's slip detailing the nature of the injury or illness and the anticipated date of return to work.

Stark County Board of Developmental Disabilities

Policy 4.26 Vacation	Effective: 11/24/23
Chapter 4: Human Resources	Page 4 of 4

- XII. An employee with earned, but unused vacation leave at the time of separation will receive compensation for those hours at his/her current rate of pay. The vacation is considered earned upon completion of six (6) months as detailed in Section VI, above and includes granted prior Ohio service credit. Earned vacation will be paid to a deceased employee's family in accordance with Section 2113.04 of the Ohio Revised Code.
- XIII. Employees shall not schedule vacation during program in-service days.
- XIV. Represented staff benefits, regarding vacation leave and pay, are found in the corresponding collective bargaining agreements.