AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
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Ohio Administrative Code

Rule 3337-41-01 Vacation and winter closure time.

Effective: November 9, 2026

(A) Overview

This policy governs vacation leave for all administrative employees. This policy also governs winter break closure time for all administrative employees. This policy also governs winter closure time for all eligible "Fraternal Order of Police," police officers (FOP-blue) and "Fraternal Order of Police," police lieutenants (FOP-gold) and administrative employees. Local 1699 and local 3200 "Ohio Council 8 American Federation of State, County and Municipal Employees, AFL-CIO" should refer to their current contract for specifics of participation.

(B) Eligibility

Administrative appointments with duration of nine, ten, eleven or twelve months are eligible for the paid vacation leave benefit. FOP- police officers (blue), FOP- lieutenants (gold), local 1699 and local 3200 "Ohio Council 8 American Federation of State, Country and Municipal Employees, AFL-CIO" should refer to their current contract for specifics of participation.

(C) Administrative accrual

This section defines the total amount of vacation an administrator is eligible to receive each year, along with how much time they will accrue during each pay period. The length of vacation day is determined by multiplying eight hours by the employee's FTE. Please refer to the "winter break closure" site for further explanations and clarifications.

Paid vacation is not earned during an unpaid leave of absence without regular pay. Vacation time may be taken only during the regular appointment period.

Administrative appointments earn vacation days as follows:

(1) Twelve-month administrative appointments earn vacation time at the rate of one day per pay period for the first twenty-two pay periods in which they have worked any time, each fiscal year, up to a maximum of twenty-two days per fiscal year.

(2) Eleven-month administrative appointments earn vacation time at the rate of one day per pay period for the first twenty pay periods in which they have worked any time, each fiscal year, up to a maximum of twenty days per fiscal year.

(3) Ten-month administrative appointments earn vacation time at the rate of one day per pay period for the first eighteen pay periods in which they have worked any time, each fiscal year, up to a maximum of eighteen days per fiscal year.

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(4) Nine-month administrative appointments earn vacation time at the rate of one day per pay period for the first sixteen pay periods in which they have worked any time, each fiscal year, up to a maximum of sixteen days per fiscal year.

An administrative employee may accumulate a balance of up to fifty-four vacation days throughout a given fiscal year but must be reduced to a thirty-two day maximum by June thirtieth, prorated by the appointment length. Exceptions are explained in the next paragraph.

In the event that an employee has accumulated thirty-two or more vacation days, prorated by their appointment length, and cannot take vacation time immediately because of pressing departmental needs as identified by the department head, the department head shall specify, in writing, that all of the employee's unused vacation days (limited to fifty-four days) will be carried over and available for use in the next fiscal year. A copy of the written record will be given to the employee, the planning unit head, and the payroll office.

(D) Vacation usage and reporting

University human resources shall maintain online instructions for usage and reporting of vacation time by all employees covered by this policy.

(E) Payout of eligible vacation time

(1) Separation from Ohio university

Upon separation from university service, including retirement, payment for eligible, earned, but unused vacation leave will be made in a lump sum to the employee at their current rate of pay provided the employee has completed the initial probationary period. Administrative appointments are eligible for a maximum payout of thirty-two days and prorated based on the employee's full-time equivalence (FTE). FOP-police officer (blue), FOP-lieutenants (gold), local 1699 and local 3200 "Ohio Council 8 American Federation of State, County and Municipal Employees, AFL-CIO" should refer to their current contract for specifics of participation.

In the event of the death of an employee eligible for vacation, any unused vacation leave will be paid in accordance with section 2113.04 of the Revised Code, or to the deceased employee's estate.

No employee shall be contained on the payroll for the purpose of exhausting their vacation.

(2) University employment status change

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When an employee changes from classified status to administrative (or vice versa), there should be mutual agreement between the employee and the department head regarding disposition of any unused vacation. Any such agreement for disposition of unused vacation must be within the confines of the university policies cross-referenced below and state law regarding the accrual and use of vacation. University human resources must be notified in writing as to whether the balance will be carried over to the new record or lump sum payment will be made for any part or all of the unused balance at the time of change in status.

(F) Winter break closure

This paragraph of the policy is applicable to administrative and "Fraternal Order of Police," police lieutenants (FOP-gold) employees and "Fraternal Order of Police," police officers (FOP-blue). Ohio university closes annually from December twenty-fifth through January first. Any work performed during this period of closure must be approved by the appropriate unit head or designee of the president. Employees that are in active pay status on the work day preceding winter break closure will receive pay for the closure days.

Winter break closure includes four holidays and three days in which employees would be otherwise scheduled to work. The first business day will be paid as winter break closure ("WBC"). The second and third business days are holidays (Christmas and President's day observed); the forth, fifth, and sixth business days will be paid as WBC by the university. The seventh business day is a holiday (new year's day). WBC neither accumulates, nor carries-over, nor is it eligible for any cash pay-out at time of separation, for any reason, from Ohio university. Employees may not report WBC on days that they would not be regularly scheduled. Use of WBC may not cause an employee to exceed forty hours of work in one week. When December twenty-fourth falls on a Saturday or Sunday, the winter break closure day will be observed on the immediately preceding business day.

Employees will be paid for the four days of winter break closure.

For specific procedures and more detailed information regarding timekeeping and winter break closure, please refer to the winter break closure webpage.