



## Ohio Administrative Code Rule 3358:5-5-09 Vacation leave.

Effective: [March 27, 2015](#)

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(A) Eligible employees earn vacation as follows:

(1) Eligible employees in grade levels seven through fourteen shall earn vacation at the rate of (6.15) hours per pay period (twenty days per year). Part-time employees in these levels whose work schedule requires them to work fifty-two weeks per year shall earn vacation on a pro-rata basis based on a two hundred sixty day work year. Employees in these levels who complete a work schedule at the beginning of each fiscal year or those who work less than nine hundred sixty hours each fiscal year shall not earn vacation.

(2) Eligible employees in grade levels five and six shall earn vacation at the rate of (4.62) hours per pay period (fifteen days per year). Part-time employees in these levels whose work schedule requires them to work fifty-two weeks per year shall earn vacation on a pro-rata basis based on a two hundred sixty day work year (exempt employees) or two thousand eighty hours work year (non-exempt employees). Employees in these levels who complete a work schedule at the beginning of each fiscal year or those who work less than nine hundred sixty hours each fiscal year shall not earn vacation.

Upon completion of five years of service, eligible employees in these grade levels shall earn one additional vacation day for each year to a maximum of twenty days.

(3) Eligible employees in grade levels four and below shall earn vacation at the rate of (3.08) hours per pay period (ten days per year). Part-time employees in these levels whose work schedule requires them to work fifty-two weeks per year shall earn vacation on a pro-rata basis based on a two thousand eighty hour work year. Employees in these levels who complete a work schedule at the beginning of each fiscal year or those who work less than nine hundred sixty hours each fiscal year shall not earn vacation.

Upon the completion of five years of service, eligible employees in these levels shall receive one



additional vacation day for each year to a maximum of (twenty days).

(B) Eligible employees may accumulate up to a maximum of twenty-five days vacation. No vacation shall be accrued in excess of twenty-five days. Accurate and timely reporting of leave used is the responsibility of the employee and their immediate supervisor.

(C) Vacation leave may not be taken prior to being accrued. Vacation leave must be taken in thirty minute increments.

(D) All accrued vacation time, computed at the employees per diem or hourly rate, shall be paid to the employee in the event of voluntary resignation, termination by the college, retirement, or to the employees beneficiary in the event of death.

(E) Vacation should be scheduled as far in advance as possible. Such requests must be approved by the immediate supervisor. Consideration will be given to all vacation requests and an employees preference will be granted whenever possible. However, the supervisor reserves the right to deny requests which jeopardize the operation of the department. Conflicts in vacation requests will be resolved by seniority.

(F) When a legal holiday, as noted on the official college calendar, falls in the midst of an employees vacation leave, the employee shall not have the holiday charged against their accrued vacation balance.

(G) Vacation shall not be accrued while on an unpaid leave of absence.