

RESOLUTION AMENDING RESOLUTION NO. 2023-17 REGARDING THE VACATION POLICY, SECTION 5.04 OF THE ASHTABULA COUNTY PERSONNEL MANUAL

WHEREAS, the Ashtabula County Personnel Manual was adopted on January 5, 2023 by Resolution 2023-17, which includes Section 5.04 labeled Vacation; and

WHEREAS, Jessica Brundage, H. R. Director has presented an amendment to Resolution No. 2023-17 regarding the Vacation Policy; and

WHEREAS, amendments were made in the following subtitles of the Vacation policy:

- Vacation Accrual Schedule - Years of Service
- Appointing Authority Adoption of Vacation Schedule
- Vacation Disbursement Upon Separation of Employment
- Vacation Disbursement Upon Transfer to Another County Office/Agency
- Reassigning Approved Vacation Time Due To Qualifying Event

WHEREAS, the changes are more fully outlined in the attached exhibits; and

WHEREAS, this Board of Commissioners has reviewed the proposed changes and agree with the amendment to Resolution No. 2023-17 regarding the Vacation Policy; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that Resolution No. 2023-17 regarding the Vacation Policy is hereby amended as outlined above and further in the attachment.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-446

September 07, 2023

**RESOLUTION AMENDING RESOLUTION NO. 2023-17 REGARDING THE
VACATION POLICY, SECTION 5.04 OF THE ASHTABULA COUNTY PERSONNEL
MANUAL**

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

**Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV**

**Aye
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

VACATION ACCRUAL SCHEDULE

All full-time employees accrue vacation benefits as shown on the chart below. Vacation accrues while an employee is on active pay status but not during overtime work.

<u>YEARS OF SERVICE</u>	<u>VACATION</u>	<u>80 HOURS WORKED</u>
Less than 6 months	None	3.1
6 months to 1 year	1 week or 40 hours	3.1
1 year to 8* years	2 weeks 80 hours	3.1
8 years to 15* years	3 weeks or 120 hours	4.6
15 years to 25* years	4 weeks or 160 hours	6.2
25 or more years	5 weeks or 200 hours	7.7

*On the eighth (8th) year, fifteen (15th) years and twenty-fifth (25th) year anniversary of employment, an employee is credited with one (1) additional week of vacation. Vacation begins to accrue at the higher rate after the eighth (8th), fifteen (15th) and twenty-fifth (25th) year anniversary dates.

All part-time, temporary, seasonal or intermittent employee working less than the standard full-time schedule of 40 hours per week ~~are not~~ is not eligible for paid vacation. ~~leave.~~

After six (6) months of service with the County, employees are credited with vacation earned during the first six (6) months of employment. The employee may then begin utilizing accrued vacation. ~~Vacation may be taken only after one (1) full year of employment.~~ If an employee terminates his/her employment before serving six (6) months with the County, ~~they will not receive vacation pay.~~ Vacation time will not be paid out. In no case may an employee take vacation before it is accrued.

CARRY OVER OF ACCRUED VACATION

The employee may carry over one year of current accrual to the employee's next anniversary date. Vacation accrual over one year will be removed from an employee's balance on that anniversary date. In special and meritorious cases, the Appointing Authority may authorize an employee to carry his/her unused vacation over one (1) or more additional anniversary dates. Under no circumstances will an employee be eligible to accumulate more than the total vacation accrued during the three (3) previous anniversary years plus the current year's accrual. In order to request the possibility of an authorized carry over an employee must provide a written request to the Appointing Authority for consideration which may or may not be approved. The appointing Authority has sole discretion to authorize any further carry over.

APPOINTING AUTHORITY ADOPTION OF VACATION SCHEDULE

In accordance with Ohio Revised Code 325.19 (F) ~~states in pertinent part that any~~ Appointing Authority of a County office, department, commission, board or body may, upon notification to the board of County commissioners, establish alternative schedules for vacation leave and holidays for employees of the Appointing Authority for whom the state employment relations board has not established an appropriate bargaining unit pursuant to section 4117.06 of the Revised Code, as long as the alternative schedules are not inconsistent with the provision of at least one collective bargaining agreement covering other employees of that Appointing Authority, if such an agreement exists. If no such collective bargaining agreement exists, an Appointing Authority upon notification to the board of County commissioners, may establish and alternative schedule of vacation leave and holidays for its employees that does not diminish the vacation and holiday leave benefits granted by the section.

If any Appointing Authority desires to develop an alternative policy or schedule please send it in writing to the attention of the Board of Commissioners so they may officially accept and file the policy and/or schedule. A copy of any alternative accrual or schedule should be given to the Board of Commissioners as well as the auditor so he/she may correctly reflect the authorized accrual schedule in the payroll system so authorized leave accrual will not be exceeded, and to insure the correct leave earning schedule is being used.

Each department shall review the employees leave accrual to ensure it follows the Appointing Authorities policy. Any discrepancies found should be adjusted and reported to the County Auditor to ensure the payroll system reflects an accurate leave balance. Any adjustment should be in writing noting the approval of the Appointing Authority.

VACATION PAYOUT IN LIEU OF USING VACATION

Employees are not permitted to work rather than take vacation leave and be paid for hours worked plus vacation pay.

VACATION DISBURSMENT UPON SEPERATION OF EMPLOYMENT

Upon separation from service with at least ~~one (1) year~~ six (6) months of recognized public service, an employee is entitled to compensation for accrued but not used vacation. Payment will be at the employee's current rate of pay. The maximum amount as stated in O.R.C Section 325.19 shall not exceed what has been authorized in writing by the Appointing Authority or be paid in accordance with a collective bargaining unit.

An employee who has completed at least ~~one (1) year~~ six (6) months of service ~~upon separation from service~~, will be paid for any accrued, but unused, vacation leave ~~to his/her credit~~. Payment will be at the employee's current rate of pay. ~~The employee should only will be paid his or her amount of vacation pay-out equal to that approved in G above.~~ The maximum amount as stated in ~~Ohio Revised Code Section 325.19~~ shall not exceed what has been authorized in writing by the Appointing Authority or be paid as in accordance with a collective bargaining agreement.

VACATION DISBURSMENT UPON TRANSFER TO ANOTHER COUNTY OFFICE/AGENCY

An employee that ~~separates or~~ transfers to another County office/agency ~~should~~ shall be paid all earned and any time that was approved to carry over. ~~in accordance with section G prior to starting with new office/agency unless otherwise permitted to keep it upon separation or transfer to said office/agency by agreement of the current Appointing Authority and new Appointing Authority.~~

REQUESTING VACATION

Vacation leave requests must be submitted on Time Usage Form to the Appointing Authority for approval with advanced noticed when possible. The Appointing Authority will establish the advance notice required for vacation requests. Vacation leave may be denied ~~during a specific period~~ if the workload dictates.

REASSIGNING APPROVED VACATION TIME DUE TO QUALIFYING EVENT

If an employee is disabled due to illness or injury, or experiences a death in the family that would qualify for paid sick leave, while on vacation, the employee may request that the designated vacation time ~~off-charged~~ be reassigned ~~to~~ as sick leave. The employee is required to show appropriate documentation. ~~proof of eligibility. If the reason for the leave qualifies under the family medical leave policy, the leave will be charged against the employee's family and medical leave entitlement from the date of the qualifying event.~~