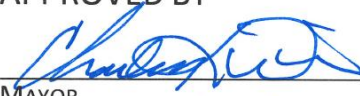




POLICY AND PROCEDURE STATEMENT

SUBJECT VACATIONS	PAGE 1 OF 2	DATE EFFECTIVE NOVEMBER 1, 2018	
SECTION/POLICY NO. 4.08	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE ORDINANCE 155.04	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. Policy: it shall be the policy of the Village to provide annual vacation leave for all full-time employees and a prorated for part-time employees.

PURPOSE:

- I. To meet all federal, state, local and administrative rules.

PROCEDURE

1. Computation of Leave: Full-time employees working a scheduled forty hours or more per week shall earn and be credited with annual vacation leave according to their number of years of continuous service to the Village of Ashville:

Length of Service	Vacation Credit
After 6 months of continuous service	(3.08 hrs. PPP)
After 5 years of continuous service	(4.6 hrs. PPP)
After 10 years of continuous service	(6.15 hrs. PPP)
After 15 years of continuous service	(7.6 hrs. PPP)

*PPP: per pay period
2. Part-Time Employees: Part-time employees where authorized, vacation accrual will be on a prorated basis.
3. Utilization of Leave: Annual vacation leave shall be taken at such time as the department head directs and is subject to his/her administrative discretion. All vacation leave must be requested and authorized on a form designated by the department head.
4. Interpretation and Record: A calendar vacation week shall be considered as the amount of time an employee is scheduled to work during a seven-day period. Two calendar vacation weeks shall consist of ten working days. Any leave of absence in a non-pay status of thirty (30) days or more shall be deducted when computing eligibility for vacation leave due.
5. Vacation Scheduling: Each employee entitled to vacation will schedule at least one (1) week of such vacation on consecutive days. The balance may be taken in not less than one (1) day increments unless otherwise approved in advance by the appropriate Appointing Authority or their designee.
6. Accumulation: Generally, vacation leave shall be taken by an employee between the year in which it was accrued and the next anniversary date of employment. The Appointing Authority may permit an employee to carry-over vacation from year to year. An employee shall forfeit his/her or right to take or to be paid for any vacation leave to his/her credit which is in excess of his/her accrual for three (3) years. Such excess leave shall be eliminated from the employee's leave balance.

7. Separation from Service: Upon separation from service, an employee shall be entitled to compensation for the prorated portion of any earned but unused vacation leave to his/her credit allowable under the ORC at the time of separation. This does not apply to those employees who have less than one year of service.
8. Vacation Pay in Case of Death: In the case of the death of an employee, the approved extended and current vacation leave earned shall be paid on a prorated basis to the date of death to the deceased employee's spouse or to the estate if there is no surviving spouse.
9. Planning of Leave: Vacation must be planned as far in advance as possible so as not to interfere with the efficient operation of the department. The Appointing Authority shall schedule vacations in accordance with workload requirements and the Appointing Authority reserves the right to deny vacation requests if workload requirements so mandate.
10. Record of Leave: A record shall be maintained for each employee, showing the balance available for vacation leave.
11. Seniority Dates: Seniority for the purpose of calculating vacation is determined according to the total prior service an employee has with the Village of Ashville for those employees hired. Seniority for the purpose of calculating vacation for employees hired by the Village of Ashville, shall be calculated according to the total prior full-time service with the Village, the state or any other political subdivision hereof. In either case, prior service need not be continuous, however, completion of a total of one (1) year of service shall be required before eligibility for any vacation leave is established. An employee who has retired in accordance with the provisions of OPERS or any retirement plan offered by the state and who is hired by the Village of Ashville, shall not have his/her prior service with the Village, state or any political subdivision of the state counted for the purpose of computing vacation leave. Vacation accrued for such employee shall be based only upon the service he/she is currently accruing with the Village of Ashville.
12. Vacation balances will be reported on an employee's paycheck each pay period. It is the responsibility of the employee to check these balances, and to report any problems with them to his/her department head within one (1) month after receipt of his/her paycheck. Failure by the employee to notify errors in vacation balances on a timely basis will result in no changes in the balances reported.
13. It is the responsibility of the department head to review the management report on vacation balances before approval of vacation requests; and to report the employee's concerns on balances to the City Auditor's office within one (1) month for review.
14. It is the responsibility of the City Auditor to make any necessary corrections in the vacation balances within one (1) month following notification by the department head, or to notify the employee that the changes are not warranted.
15. Failure by the employee to notify errors in vacation balances on a timely basis will result in no changes in the balances reported.

PART ONE ADMINISTRATIVE CODE - CHAPTER 155

Employment Provisions

EDITOR'S NOTE: Compensatory legislation is not codified herein since it is subject to frequent change.

155.04 VACATIONS.

- (a) Paid vacation is earned as follows:
 - (1) Upon satisfactory completion of a 6 month probationary period, up to five years of service, is awarded:
 - A. An accrued 3.08 hours per pay period of standard 80 hours worked - two (2) weeks.
 - (2) Over five (5) years service, 4.6 hours per pay period of standard 80 hours worked, not to exceed three (3) weeks per year.
 - (3) Over ten (10) years service, 6.15 hours per pay of standard 80 hours worked, not to exceed four (4) weeks per year.
 - (4) Over fifteen (15) years service, 7.6 hours per pay period of standard 80 hours worked, not to exceed five (5) weeks per year.
(Ord. 2015-05. Passed 6-1-15.)
 - (5) A permanent part-time employee will earn a prorated amount of paragraphs (2)-(5). That prorated amount will be based upon a 1:1 ratio.
(Ord. 2009-20. Passed 12-21-09.)
- (b) An hourly employee may not elect to receive pay in lieu of vacation.
- (c) An employee's anniversary date applies when accruing vacation.
- (d) Not more than the applicable maximum vacation time earned in one year may be carried into the next calendar year. Any excess vacation must be taken or will be forfeited.
(Ord. 2000-11. Passed 5-15-00.)