



Vacation Leave Accrual and Usage Policy for Non-Bargaining Employees

Original Effective Date: August 22, 2019	Review / Revision Date:	Board of Health Resolution: Pending Codification
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Subject Matter Expert: Human Resources Office **History:** New Revised Archived

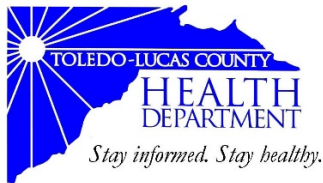
Organizational Scope:
 Full Agency Administration Community & Environmental Health Health Services
 Health Promotion/Policy Integration

Frequency of Review:
 Annually Biennially 5 Years Other:

Location:
S-Drive: S: → Common → Policies, Plans & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: TLCHD Policies & Procedures Manual in HR Office
Archived Version(s):

Requisite Signatures

- | | |
|---|------------------------|
| <input checked="" type="checkbox"/> <u></u>
Board of Health President | 22 August 2019
Date |
| <input checked="" type="checkbox"/> <u></u>
Health Commissioner | 08-22-19
Date |
| <input checked="" type="checkbox"/> <u></u>
Director of Environmental Health & Community Services | 8-22-2019
Date |
| <input checked="" type="checkbox"/> <u></u>
Director of Health Promotion & Policy Integration | 8-22-2019
Date |
| Vacant | _____
Date |
| <input checked="" type="checkbox"/> <u></u>
Director of Nursing & Health Services | 08/22/19
Date |
| <input checked="" type="checkbox"/> <u></u>
Fiscal Director | 8-22-2019
Date |
| <input checked="" type="checkbox"/> <u></u>
Human Resources Director | _____
Date |



Vacation Leave Accrual and Usage Policy for Non-Bargaining Employees

I. Policy

It is the policy of the Toledo-Lucas County Health Department (TLCHD) to grant vacation leave benefits for Non-Bargaining Unit Employees in accordance with the provisions of this policy, all relevant Ohio Revised Code (ORC) statutes, and by the authority of the Toledo-Lucas County Board of Health.

II. Scope

This policy applies to all TLCHD non-bargaining unit employees.

III. Purpose

The purpose of the *Vacation Accrual, Usage, and Leave Policy for Non-Bargaining Employees* is to establish and describe the provisions governing earned, accrued, dispensed, and unused vacation time.

IV. Vacation Accrual, Usage, and Dispensation

A. All full-time and part-time employees accrue vacation time at the start of employment in accordance with section VI. *Vacation Accrual Table*.

1. Non-bargaining unit employees may accrue up to a maximum of 320 hours of vacation time.
 - a. Employees must not exceed the maximum 320 hours by their service date of hire. Hours in excess of 320 shall be forfeited each year following an employee's service date.
 - i. If an employee will exceed the maximum hours on their service date due to specific work requirements or an operational necessity that prohibits taking sufficient vacation for a prolonged period, they may retain the additional hours at the discretion of the Health Commissioner on a case-by-case basis.
 - 1) The *Excess Vacation Accrual Form* must be completed and signed by all indicated parties, and include a defined period of time by which the employee must use the excess vacation hours.
 - b. TLCHD shall notify employees of their vacation accruals by the following schedule:
 - i. Annually by January 31 and again by July 31;
 - ii. Sixty (60) days prior to each employee's service date.

- 1) The sixty (60) day notifications shall detail if the employee is approaching or will exceed the maximum accrual by their service date.
 - c. Any non-bargaining unit employees in excess of 320 hours on the effective date of this policy shall have until December 31, 2020 to be at or below 320 hours, at which point their vacation accrual and balance shall follow provision (IV)(A)(1)(a) above.
 - i. Provisions (IV)(A)(1)(c) and (IV)(A)(1)(c)(ii-iii) will only apply to NBU employees in excess of 320 hours on the effective date of this policy.
 - ii. If any of these employees retain vacation hours in excess of the maximum on January 1, 2021, their accrual of additional hours shall be frozen until they are at or below the maximum accrual.
 - iii. In the event extenuating circumstances prevent any of these employees from reaching a level at or below the maximum accrual limit by January 1, 2021, they may retain the right to accrue additional time at the discretion of the Health Commissioner or designee on a case-by-case basis.
 - 1) A plan with a defined period of time by which the employee must reach a level at or below the maximum accrual limit must be put in place where such exceptions are granted.
 2. Part-time employees shall earn vacation at a prorated rate in accordance with the actual hours worked starting at the time of employment.
 3. At the successful conclusion of the probationary period, full and part-time employees are entitled to begin using earned vacation leave credit accrued over the probationary period. Prior to the successful completion of the probationary period, an employee may not use vacation time unless one of the following exceptions is met:
 - a. A pre-hire vacation was planned and negotiated as a condition of hire.
 - b. The Health Commissioner or designee approves the probationary employee's vacation request at his/her discretion on a case-by-case basis.
- B.** Employees requesting vacation leave must have earned and accrued the leave requested at the time of the request.
 1. Vacation leave requests must be made an equivalent number of days in advance of the leave's start date. E.g., a minimum two (2) weeks prior notice must be given for two (2) weeks leave, a minimum three (3) days prior notice for three (3) days leave, etc.
 2. All vacation leave requests must be submitted in writing (electronic or hardcopy).
 3. Leadership will approve or deny all vacation requests in a timely and appropriate manner.
 - a. TLCHD reserves the right to deny any vacation request not submitted in sufficient time for appropriate consideration.

- b. In cases where a substantial pre-investment is required (airfare, rentals, bookings, etc.), employees must personally discuss the planned vacation with their supervisor. The supervisor must then approve or deny the submitted vacation request within forty eight (48) hours of this discussion.
- 4. TLCHD reserves the right to suspend or cancel any previously approved vacation request due to significant ongoing or imminent disasters or public health emergencies. In the event an employee needs to be recalled from vacation, TLCHD will reimburse spent vacation time and reasonable travel accommodations as necessary.
- C. If an employee becomes ill during their vacation, or a member of their family becomes ill or passes away, such time shall be charged back to sick or funeral leave upon notification of the employer.
 - 1. The employee must provide a written statement from a physician in the case of illness, or a statement from a funeral director/other representative in the case of a death.
- D. Employees may, at their discretion, request vacation leave for observed religious holidays.
- E. Upon separation from the Board, an employee is entitled to compensation for earned, accrued but unused vacation leave credit at the time of separation.
 - 1. In no case shall the payment for earned, accrued, and unused vacation leave exceed a maximum of 320 hours.
 - 2. No payment for vacation accruals during the probationary period will be made for employees that do not successfully complete their probationary period.
- F. Employees may participate in the **Vacation Plus Program** to sell excess, unused vacation hours according to the schedule and criteria established by Administration and subject to available funding in each fiscal year.

V. Vacation Accrual Table

Vacation Accrual Table	
Years of Service	Paid Vacation
One (1) Year after date of hire	13 Days or 4 hours per pay period
After seven (7) years	18 Days or 5.564 hours per pay period
After fourteen (14) years	23 Days or 7.08 hours per pay period
After twenty-one (21) years	28 Days or 8.62 hours per pay period
After twenty-five (25) years	30 Days or 9.23 hours per pay period
After twenty-six (26) years	32 Days or 9.85 hours per pay period

- A. Vacation accrual is based on the employee's service date. All employees earn annual vacation leave according to their number of years of service with the Board including any prior service

with the State and political subdivisions of the State in accordance with ORC 9.44. The service in each instance need not be continuous.

VI. Bonus Days

A. Full-time employees shall be given bonus days in accordance with the table set forth below:

Sick Time Used:		0-24>	25-32>	33-40>	41-48>	49-56>	57-64>	65-72>	73-80>	>81
Months Worked:	12	5.0	4.5	4.0	3.5	3.0	2.0	1.0	0.5	0.0
	11	4.5	4.0	3.5	3.0	2.0	1.0	0.5	0.0	
	10	4.0	3.5	3.0	2.5	2.0	0.5	0.0		
	9	3.5	3.0	2.5	2.0	1.5	0.5	0.0		
	8	3.0	2.5	2.0	1.5	1.0	0.0			
	7	2.5	2.0	1.5	1.0	0.5	0.0			
	6	2.0	1.5	1.0	0.5	0.0				
	5	1.5	1.0	0.5	0.0					
	4	1.0	0.5	0.0						
	3	0.0	0.0							

B. Bonus day accrual is based on each calendar year.

VII. Maintenance

A. Review

1. The *Vacation Accrual, Usage, and Leave Policy for Non-Bargaining Employees* policy is to be reviewed biennially to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VIII. Glossary

A. **Service Date:** An employee's service date is the date on which they were first hired to work for any political subdivision in the state of Ohio or the Ohio National Guard. For continuous service, the service date will be the employee's first applicable date of hire. For a break in service, the service date will be calculated by the Human Resources department.

Record of Change
(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By