

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.410 – VACATION LEAVE (revised 7/12/06; revised 8/8/2007; revised 5/8/2012; revised 12/21/2014)

Vacation leave is granted to all assigned employees and is prorated according to the full-time equivalent (FTE) expressed in the individual employee's assignment. Calculations will be rounded to the nearest whole hour.

On the date that marks 180 days of continuous employment, an eligible employee shall be granted 40 hours of vacation time, after which the employee shall accrue vacation time at the following rate:

After six months of continuous employment up to five years:	7 hours/month
After the fifth year to ten years of continuous employment:	10 hours/month
After ten years of continuous employment to retirement/termination:	14 hours/month

Vacation time shall be paid at the regular hourly rate for each eligible employee. Requests for leave must be submitted in writing on the appropriate paper form to the Executive Director. Leave shall be scheduled on a first come, first served basis, with preference being given to seniority and vacation leave already scheduled. Reasonable and equitable schedules shall be arranged at the discretion of the executive director; however, the requirements of the library shall take precedence over the personal preferences of the employee.

Vacation leave allowances do not include hours for holidays that may fall within the vacation leave time.

Vacation leave balances may not accumulate to more than the amount of time earned in two years.

If an employee has used all accrued sick leave, the executive director may approve, at any time, use of vacation leave for sick leave purposes.

The record of vacation time accumulation and use maintained by the Fiscal Officer shall be recognized as the official vacation leave record.

Upon termination of employment, any employee with more than six months of continuous employment shall be paid at the current hourly rate of pay for all unused vacation time.

A new employee who has service credit with the State of Ohio or any political subdivision of the State (i.e., township, municipality, library, school district, health district, etc.) may use prior service credit for the purpose of computing vacation leave. Employees must submit a service credit statement to certify eligible years of service. Employees who have retired from a state-offered retirement plan are not entitled to have prior service counted for the purposes of computing vacation leave.