

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION

SECTION 5.03
PAGE 1 OF 3

A. POLICY

1. Accrual: Full-time employees accrue paid vacation leave according to the following schedule:
 - a. ~~After one (1) year of service~~ **Upon employment**: 3.1 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Maximum accumulation per year = 80 hours (2 weeks).
 - b. Six (6) or more years of service completed: 4.6 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Maximum accumulation per year = 120 hours (3 weeks).
 - c. Twelve (12) or more years of service completed: 6.2 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Maximum accumulation per year = 160 hours (4 weeks).
 - d. Seventeen (17) or more years of service completed: 6.2 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week (4 weeks), plus an additional (.31) days per pay period for each additional year thereafter- (one [1] additional day per year.)

Upon ~~completion of the first year of~~ employment, a full-time employee shall ~~be credited with two (2) weeks of vacation (e.g., 80 hours) and shall begin accruing vacation for the following year³~~ at 3.1 hours per pay period. Upon completion of six (6), twelve (12), and seventeen (17) years of service, one (1) additional week (e.g., 40 hours) of vacation shall be added to the employee's accrued vacation balance and the employee shall begin accruing vacation hours for the following year at the applicable higher rate.

3 Consistent with City PPM.

{11/6/2014 PLGLNHD 00144139.DOC }

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION

SECTION 5.03
PAGE 2 OF 3

2. Part-time Employment - Part-time employees ~~accrue~~ **shall not be eligible for** vacation ~~at a proportionate rate figured by comparing their normal biweekly work schedule to that of a forty (40) hour employee.~~⁴

(BELOW IS THE CURRENT CITY PPM) – DOES THE HD WANT TO FOLLOW SUIT?

Part-time employees accrue vacation at a proportionate rate figured by comparing their normal biweekly work schedule to that of a 40 hour employee as follows:

| | |
|----------------------------------|--|
| <i>After 1 year of service</i> | <i>(.03875) times non-overtime hours worked.</i> |
| <i>After 8 years of service</i> | <i>(.0575) times non-overtime hours worked.</i> |
| <i>After 15 years of service</i> | <i>(.0775) times non-overtime hours worked.</i> |
| <i>After 25 years of service</i> | <i>(.09625) times non-overtime hours worked.</i> |

- 3.⁵ Intermittent employees shall not be eligible for vacation.
4. Vacation leave is earned while on other paid leave provided by the Employer but additional vacation is not accrued when working overtime hours. Vacation is not earned for entire pay periods during which an employee is in non-work status, (i.e., leave of absence, disciplinary suspensions, etc.).
- 3 5. Eligibility:
- a. Full-time employees shall ~~not~~ be entitled to *use* vacation leave ~~under any circumstance until after they have completed one year of service with the City~~ **as it is accrued consistent with the policies and procedures outlined herein.**

4 Per Diana Sorrick a 2008 letter ended vacations for part-time employees. The new City PPM contains this same revision. Does the Health Department have part-time employees? Does the Health Department want to be consistent with the City PPM on this point?

5 Renumbering is necessary.
{11/6/2014 PLGLNHD 00144139.DOC }

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION

SECTION 5.03
PAGE 3 OF 3

- b. ~~If an employee transfers from one Employer to another, the employee may not transfer accumulated vacation credits and must be paid by the previous Employer for the employee's balance of vacation hours. No employee of the Galion City Health Department is permitted to transfer vacation credits from their previous employer to the Health Department.~~⁶
- c. Most employees are entitled to credit for prior service with the City, state, or any political subdivision of the state for purposes of determining the rate at which the employee will accrue vacation. However, an employee who has retired in accordance with the provisions of any retirement plan offered by the state and who is employed by the City on or after June 24, 1987, shall not have the employee's prior service counted for purposes of computing vacation leave.

Notwithstanding the above, any person removed for conviction of a felony "within the meaning of R.C. 124.34" who is subsequently re-employed by the City is only qualified to accrue vacation as if the individual was a new employee receiving no prior service credit.

4 6. Scheduling and Approval:

- a. Vacation scheduling is subject to the approval of the Employer and the operational needs of the Health Department.
- b. Vacation leave is to be taken in minimum units as determined by the Employer, and must be requested on the appropriate leave request form. The Employer may also establish maximum increments.
- c. Vacation scheduling is subject to the approval of the Employer based upon the operational needs of the department and in accordance with the following guidelines for notification:

| <u>Vacation Leave</u> | <u>Request</u> |
|--|----------------|
| <i>Less than 1 week or less</i> | 24 hours |
| <i>One (1) week or more</i> ⁷ | 1 week |

⁶ I thought the original sentence was poorly written so I tried to make it better.

⁷ Changes consistent with City PPM.

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION

SECTION 5.03
PAGE 4 OF 3

5.7. Carryover and Payment For Unused Vacation Leave:

- a. Vacation leave is to be taken within twelve (12) months following the employee's anniversary date. An employee, in special and meritorious cases and upon approval of the Employer, may be permitted to carry over accumulated vacation leave to the following year. Vacation time off may be accumulated up to ~~three (3)~~ *two (2)* years. In the event an employee exceeds the *two (2) year accrual* limit *the excess leave shall be eliminated from the employee's leave balance.* However, the Board, ~~will~~ *in its sole discretion, may elect to* pay the employee ~~in cash~~ *for* the excess *leave* or provide time off so that no vacation time shall be lost.⁸

Employees who are on scheduled approved leave when a holiday occurs will receive the holiday and not be charged vacation or sick time.

- b. An employee with one (1) or more years of service, who resigns, retires or is otherwise separated from service with the City is entitled to compensation at the employee's current rate of pay, for any earned but unused vacation leave to the employee's credit at the time of separation. In the event of the death of an employee, the unused vacation balance shall be paid to the employee's estate.
- c. The Employer shall determine the number of employees that may be on vacation leave at the same time.
- d. Vacation credits are not earned while an employee is in a non-paid status (i.e., disability leave, absence without leave, disciplinary suspension, etc.).

B. PROCEDURE

1. Employees shall request vacation leave in writing on an Application for Leave Form (located in Section 9), following the guidelines outlined in subsection 4 above.

⁸ The changes herein make this consistent with the City PPM with the exception of the reference to paying the employee "in cash" which was removed to eliminate any expectation of payment in currency rather than by normal payroll methods.

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION

SECTION 5.03
PAGE 5 OF 3

2. The Application for Leave Form shall be submitted to the Employer who shall approve or disapprove the request based on its timeliness and the operational requirements of the department.
3. Vacation scheduling is subject to approval of the Employer based upon the operational needs of the department. *Written requests for leave increments of one (1) week or more received by March 1 of each year shall be honored based upon departmental seniority. Requests for leave increments of one (1) week or more received after March 1 of each year shall be honored based upon the date of the request (first come, first served).*⁹

⁹ Consistent with City PPM. The granting of leave requests of less than one (1) week is not addressed as to whether it is granted by seniority or first come-first served. Do you want this addressed?

{11/6/2014 PLGLNHD 00144139.DOC }