

5.03 VACATION

ORC 124.34, 9.44, 124.134

A. POLICY

1. **Accrual:** Full-time employees accrue paid vacation leave according to the following schedule (Note: time increments presented may be estimates based on rounding):
 - a. Upon employment-5 years of service completed: 3.077 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Estimated accumulation per year = 80 hours (2 weeks).
 - b. Six (6) or more years of service completed: 4.6154 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Estimated accumulation per year = 120 hours (3 weeks).
 - c. Twelve (12) or more years of service completed: 6.1539 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Estimated accumulation per year = 160 hours (4 weeks).
Seventeen (17) or more years of service completed: 6.1539 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 (.3077) hours per pay period for each additional year thereafter- (one [1] additional day per year.)
 - d. Accumulation increments end at 25 year of service completed. Twenty-five (25) or more years of service completed: 8.9231 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week.

Vacation Accumulation	
Time in Service (Years)	Paid Leave Earned per Active Pay Period (based on 80 hr pay period)
0	3.077
6	4.6154
12	6.1539
16	6.1539
17	6.4616
18	6.7693
19	7.077
20	7.3847
21	7.6924
22	8.
23	8.3077
24	8.6154
25 +	8.9231