

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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VACATION  
Policy 3-05  
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Effective November 20, 2014

- (A) It is the policy of the College to provide employees with the opportunity to have time away from work in order to ensure their physical and mental well-being. This vacation time is accrued per pay period from the date of hire, based upon length of service, except where specified below.
- (B) Length of vacation for the President shall be determined by the Board of Trustees. The length of vacation for administrative and professional staff are set by the President.
- (C) Length of vacation for all other full-time staff shall be in accordance with the following schedule:
  - (1) Employees from hire date through five years of employment are eligible for ten (10) days per year.
  - (2) Employees with six through ten years of employment are eligible for fifteen (15) days per year.
  - (3) Employees with eleven through twenty-four years of employment are eligible for twenty (20) days per year.
  - (4) Employees with twenty-five years of employment or more are eligible for twenty-five (25) days per year.
- (D) Tenured faculty, annually contracted faculty, adjuncts, and part-time employees do not accrue vacation.
- (E) The adoption of this policy will not reduce the length of vacation or vacation time already accrued of persons employed by the College at the time of adoption of this policy.
- (F) Staff employed on a semester basis do not accrue vacation.
- (G) Pursuant to Ohio Revised Code, Section 9.44, employees who were previously employed by the state or any political subdivision of the state, currently earning vacation credits, are entitled to have their prior service with any of these employers counted as service with the College for the purpose of computing the employee's vacation accrual rate, except those retired from the state as set forth in Ohio Revised Code, Section 9.44.

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- (H) Full-time employees (as defined in Policy 3-01 and Procedure 3-01(F) (2) (A) and (B)) who work less than a 100 percent schedule will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- (I) Employees may accrue unused vacation up to a maximum of sixty (60) days or the vacation hours accrued in the last three years, whichever is less.
- (J) Pay in lieu of vacation: Employees who have completed three (3) years of service may request pay in lieu of vacation. Employees must first take two (2) weeks/ eighty (80) hours of vacation in a calendar year prior to submitting such a request. Employees may receive payment once per calendar year for up to forty (40) hours of their accumulated balances by submitting a written request for such payment to their supervisor. Such payment shall be issued with the next regular payroll following submission of the employee's request.
- (K) Unused accrued vacation will be paid to employees on separation of employment or retirement at their current rate of pay.
- (L) No vacation time shall be taken on the employee's last day of employment.
- (M) The President may establish procedures for administering this policy.

Last Effective Date: February 1, 2012; August 1, 2007; August 21, 2000  
Approved by BOT: November 20, 2014