

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VACATION
Policy 3-05
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Effective March 1, 2021

(A) PURPOSE

The College supports a work environment that provides 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) ELIGIBILITY

- (1) All full-time administrative and professional staff employees will accrue vacation.
- (2) Full-time employees (as defined in College 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 percentage of annual time worked.
- (3) Staff employed on a semester basis do not accrue vacation.
- (4) Bargaining unit members are governed by the negotiated vacation leave provision within their respective collective bargaining agreements.

(C) VACATION ACCRUAL

- (1) The President's vacation accrual rate is set by the Board of Trustees.
- (2) The President sets vacation accrual rates for Director-level employees and above.
- (3) The vacation accrual rates for all other full-time staff, covered by this policy, are in accordance with the following annualized schedule:
 - (a) Employees from hire date through five (5) years of employment are eligible for up to 80 hours per year.
 - (b) Employees with six (6) through ten (10) years of employment are eligible for up to 120 hours per year.
 - (c) Employees with eleven (11) through twenty-four (24) years of employment are eligible for up to 160 hours per year.
 - (d) Employees with twenty-five (25) years of employment or more are eligible for up to 200 hours per year.

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- (4) Adoption of this policy will not reduce the accrual rate of vacation time already accrued by persons employed by the College at the time of adoption of this policy.
- (5) Pursuant to Ohio Revised Code, Section 9.44, employees 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.
- (6) Vacation credit may be accumulated by employees up to a maximum amount that can be earned in three (3) years. Further accumulation will not continue when the maximum is reached.

(D) 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 within a rolling 12-month period measured backward from the date the request for pay in lieu of vacation is submitted. Employees may receive payment once per rolling 12-month period for up to forty (40) hours of their accumulated vacation balances by submitting a vacation payout form for such payment to their supervisor. Such payment shall be issued within a reasonable timeframe following submission of the employee's request.

(E) SEPARATION OF EMPLOYMENT

- (1) Unused accrued vacation will be paid to employees upon separation of employment or retirement at their current rate of pay.
- (2) Vacation time shall not be taken on the employee's last day of employment.

(F) The President may establish procedure(s) to administer this policy.