

**PROCEDURE NO. 613.1**

**Area: Human Resources**

**Adopted: May 1, 2001**

**Certified by** \_\_\_\_\_

**Dr. Adolphus Andrews  
Executive Vice President  
and Chief Financial Officer**

Revisions Approved:

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**SUBJECT: ANNUAL LEAVE FOR RESTRICTED FUND  
EMPLOYEES**

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The following guidelines are provided to determine eligibility for and use of paid vacation leave for all full-time Restricted Fund employees.

- A. The university grants paid vacation leave to all full-time employees who receive 100% of their annual salary or wage from a Restricted Fund.
- B. Full-time Restricted Fund employees who hold faculty positions are eligible for paid vacation leave in accordance with the most current contract agreement between the university and the faculty bargaining unit.
- C. Full-time exempt administrators and professional staff are eligible for paid vacation leave in accordance with university Policy No. 603, "Annual Leave for Senior Administrators, Management, and Professionals." Use of vacation leave shall be in accordance with the following procedure:
  - 1. Vacation accrues while an individual is in active pay status and may be used from the date of employment with appropriate approval.
  - 2. Maximum carry-over is equivalent to 30 days or 240 hours. Vacation accrued in excess of the maximum carry-over will be eliminated at the end of the pay period in which an individual's employment anniversary date occurs.
  - 3. NOTE: In accordance with Ohio Revised Code – Section 009.44, a person employed, other than an elective officer, by the state or any political subdivision of the state, earning vacation credits currently, is entitled to have his/her prior service with any of the employers counted as service with Central State University for the purpose of computing the amount of his/her vacation leave. See ORC Section 009.44 for specifics.

4. Unused vacation is not considered in the severance pay for an employee who discharges or is discharged with less than 12 months of continuous full-time employment with the university.
- D. Full-time classified staff members are eligible for paid vacation leave in accordance with the most current agreement between the university and the applicable bargaining unit.
- E. All Restricted Fund employees should exhaust their vacation leave on an annual basis during the term of the Restricted Fund program. When a Restricted Fund program is discontinued either at the university's discretion or because of a lack of funding, or when an employee separates or is discharged from a Restricted Fund program, the employee(s) will not receive payment for any unused vacation leave, unless such payment is specifically authorized and funded by the Restricted Fund program.
- F. When a Restricted Fund program is being discontinued or an employee separates from a Restricted Fund program for any reason, the employee may choose to exhaust any unused vacation leave by extending his/her separation date by an amount of time equal to the unused leave, provided the final separation date is within the funding period of the Restricted Fund program.
- G. Regular part-time or temporary Restricted Fund employees are not eligible for paid vacation leave.