

Procedure No. 603.1

Area: Human Resources

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

Certified by *Original signature on file in
Office of General Counsel*
Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Annual Leave For Non-Bargaining Staff

- A. Maximum carryover is equivalent to 30 days or 240 hours. Vacation accrued in excess of the maximum carryover will be eliminated at the end of the pay period in which an individual's employment anniversary date occurs.
- B. NOTE: In accordance with the Ohio Revised Code--Section 009.44, a person employed, other than as 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 these employers counted as service with Central Sate University for the purpose of computing the amount of his/her vacation leave. See ORC Section 009.44 for specifics.
- C. Regular part-time or temporary employees are not eligible for the paid vacation benefit.
- D. Unused vacation is not considered in the severance pay for an employee who discharges or is discharged with less than 12 months continuous full-time employment.
- E. Accrued vacation is paid to the employee upon termination of employment, or to the next of kin in the case of death. The payout will be pro-rated based on a monthly basis if an individual terminates employment, and will be added to the unused carryover amount in determining total payout. Payouts are at the current rate of compensation, subject to the maximums of the vacation accrual schedule.
- F. When a full-time employee's work effort is reduced to fewer than 1000 hours per year, he/she will be separated from full-time status and will be paid for vacation in a lump sum on the first feasible paycheck. Payouts are at the current rate of compensation, subject to the maximums of the vacation accrual schedule.

VACATION LEAVE ACCRUAL SCHEDULE

| Category (Full-time) | Years of Service | Hours Earned Per Year | Days Earned Per Year | Maximum Hours For Vacation Carryover and Payout* |
|------------------------------|---------------------|--------------------------|-------------------------|--|
| Unclassified Professional | 0 - 5 | 80 | 10 | 240 |
| | 5+ - 10 ** | 120 | 15 | 240 |
| Director/Dept. Head | 0 - 5 | 120 | 15 | 240 |
| | 5+ | 176 | 22 | 240 |
| Senior Administrators | 0+ | 176 | 22 | 240 |

*Vacation accrued in excess of the maximum carryover will be eliminated at the end of the pay period in which an individual's employment anniversary date occurs.

**Unclassified professionals - For each full of employment after ten years, one additional day of vacation is earned up to a total of 22 days.

***Exempt employees - unclassified professionals (not a part of the collective bargaining unit).