
VACATION BENEFITS

Effective Date: February 12, 2008

**Revised: February 12, 2008
January 1, 2011
December 10, 2024**

Section: 301

Vacation shall be accrued on a pay period basis for all full-time employees with less than one year of service as follows:

3.1 hours per pay period (80 hours per year)

Employees with less than one year of service may use accrued vacation time at any time with the prior approval of Springfield Township. Upon the completion of one year of service, the employee will receive vacation hours prorated (based on 80 hours) to the end of the calendar year.

Example: Employee completes first year of service on April 23, 1998.
Employee receives fifty-six (56) additional hours of vacation time to accrued balance until the end of the year. Employee will receive eighty (80) hours of accrued vacation balance on January 1, 1999.

Vacation shall be accrued on a yearly basis for all full time employees with more than one year of service as follows:

After completion of one (1) year of service	80 hours
After completion of (8.5) years of service	120 hours
After completion of fifteen (15) years of service	160 hours
After completion of twenty (20) years of service	200 hours

Employees with more than one year of service shall receive their accrued vacation time on January 1, of each year. Employees shall earn the additional accrued vacation time as shown above on their anniversary.

Example: Employee with fourteen years of service receives one hundred and twenty (120) hours of accrued vacation on January 1, 1999. On Employee's anniversary date (May 1, 1999) the employee will receive an additional forty (40) hours of accrued vacation.

Employees with less than one year of service and Employees who have exhausted all of their accrued vacation, sick, personal, or other leaves and who are within ninety (90) days of receiving their accrued vacation on either their anniversary date or January 1st may request that the Township advance them their accrued vacation leave early. The request must be made in writing to the Township Administrator and must specify the hardship which necessitates the request. Such requests will be considered by the Township Administrator and granted in his sole discretion.

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Employees shall be permitted to carry a maximum vacation time balance of eighty (80) hours into each new year. Employees shall be permitted to "cash in" up to forty (40) hours of the maximum vacation time balance of eighty (80) hours during November of each year, provided said employee has utilized not less than one-half (1/2) of his/her accrued vacation time during that year.

Any employee whose anniversary date falls within ninety (90) days of December 31 shall receive an additional ninety (90) days to comply with the above section regarding the maximum amount of time that can be carried into the next year during the year in which said anniversary date results in additional accrual of vacation time.

All vacation leave requires the prior approval of Springfield Township. Springfield Township reserves the right to revise previously approved vacation requests should an emergency situation occur or should the previously approved vacation adversely affect the efficiency of the Department.

Employees requesting vacation time for periods exceeding three (3) weeks must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the applicable forms outlined in that section.

As is more fully explained in other sections of this Manual, Springfield Township requires employees to use earned and accrued leave as part of the twelve (12) work week FMLA leave entitlement. Such leaves shall run concurrently. Accordingly, when an eligible employee takes leave relating to birth, placement of a child for adoption or foster care, or care for a spouse, child, or parent who has a serious health condition (to the extent permitted by Township Policies), he/she is required to utilize his/her vacation leave as all or part of the twelve (12) weeks granted under FMLA. If the eligible employee's vacation leave (and, where applicable, sick leave and personal leave) is exhausted prior to the expiration of his/her FMLA leave, the remainder of the FMLA leave shall be granted as an unpaid leave of absence.

Employees who utilize their full year's accrual of vacation time (or all or any portion of vacation time that is advanced to them prior to its accrual) who resign or are terminated prior to the completion of the year (and/or the actual accrual of the vacation time advanced to them) shall, to the extent permitted by law, have the amount of owed vacation time deducted from their final paycheck. In the event that the final paycheck is insufficient (either in fact or by law) to pay the unpaid balance, the affected employee must pay the balance directly to the Township within thirty (30) days of his/her resignation or termination from employment.

Employees leaving employment with Springfield Township who have returned all issued equipment shall receive vacation pay for earned but unused vacation. This shall be calculated using a pro-rated formula based on the yearly amount earned and the date of termination.

Example: An employee with twelve years of service resigns on June 30, 1999. The employee received one hundred and twenty (120) hours of vacation time on January 1, 1999 and has not utilized any time during the 1999 calendar year. Said employee shall be paid sixty hours of unused vacation pay.

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Vacation time shall not be accrued or paid during a granted leave of absence.

When an employee retires, he/she is entitled to payment for all earned but unused vacation time. In the event of the Employee's death, payment for such unused vacation time is to be paid to employee's beneficiary as previously designated by the employee in writing. If there is no official designation of beneficiary, the payment shall be made to employee's estate upon application of the executor of the estate.

HOLIDAYS

Effective Date: **January 1, 2000**
Section: **302**

Revised: **June 2021**

All full-time Township employees are entitled to eight (8) hours of holiday time or the normal number of hours scheduled for a workday, if less, each year, for:

- 1 day for New Years Day
- 1 day for Martin Luther King Jr. Day
- 1 day for Presidents Day
- 1 day for Memorial Day
- 1 day for Juneteenth Day
- 1 day for Independence Day
- 1 day for Labor Day
- 1 day for Veterans Day
- 1 day for Thanksgiving Day
- 1 day after Thanksgiving Day
- 1 day for Christmas Eve
- 1 day for Christmas Day

A holiday, which occurs during the vacation period of a regular Township employee will not be charged as a day of vacation. No employee shall be paid for a holiday unless he/she has worked his/her regularly scheduled number of hours on the scheduled workday immediately preceding and following such paid holiday or has authorized leave.

Holidays will not be granted while an employee is on an unpaid leave of absence. Holidays will be granted while an employee is on vacation or sick leave. The granting of holidays during periods of FMLA leave will be consistent with the above.

When any holiday falls on a Sunday, the Monday immediately following shall be observed. When any holiday falls on a Saturday, the Friday immediately preceding shall be observed. This provision shall apply only to employees whose regular scheduled off-days are Saturday and Sunday.

SICK LEAVE BENEFITS

Section: 305

**July, 2009
January, 2011
September 2013**

Employees shall accrue for each completed 80 hours of service sick leave in the amount of four and six-tenths hours. Employees may use sick leave, upon approval of the Department Head and/or the Township Administrator, for absence due to personal illness, exposure to a contagious disease which could be communicated to other employees or for illness, injury or death in the employee's immediate family. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work. Unused sick leave shall accumulate to a maximum of 320 days (2560 hours).

Effective September 1, 2013 an employee who is hired directly from the State of Ohio, or any city, village, county, or township in Ohio may transfer all sick leave accumulated at the previous, listed governmental entity to Springfield Township. A certified letter from the previous governmental entity with the balance listed is required.

The transferred sick leave will be maintained in a separate leave bank and will be available for sick leave use only. Transferred sick leave may only be used after sick leave accrued due to service with Springfield Township is exhausted. Transferred sick leave is not available for the buy-back at year end and/or pay-out upon retirement or death options outlined in this section and will not be counted in any way toward the minimum hour or service year requirements for buy-back or pay-outs. Transferred sick leave is counted towards an employee's maximum accumulated sick leave of 320 days (2560 hours).

If requested to do so, Springfield Township will provide a letter which details the amount of sick leave accrued at Springfield Township to other jurisdictions when an employee leaves employment with Springfield Township.

An employee with ten (10) years of service with the Township, or ten (10) or more years of public service with political subdivisions of the State of Ohio, who retires from active service with Springfield Township, shall be paid fifty percent (50%) of the value of his/her accrued but unused sick leave, up to a maximum payment of eight hundred (800) hours. Payment shall be based upon the employee's rate of pay at the time of retirement.

Employees with an accrued sick leave balance of 1,000 hours or more may sell up to one hundred twenty (120) hours of sick leave each year, at fifty percent (50%) of the Employee's current hourly rate, payable in November of each year. All requests for such payment must be made by October 1 to receive the November payout.

To be eligible for the buy-back of unused accrued sick leave an employee shall not use more than thirty (30) days of sick leave within twelve (12) months preceding his/her date of retirement, unless otherwise approved by the Township Administrator and the Board of Trustees.

In the event of the death of an active employee, the employee's accrued but unused sick leave will be converted to a lump sum payment in the same manner and up to the same maximum payment as set forth above for retirement pay-outs. If the death of an employee occurs during the proper execution of his/her assigned duties as an employee,

all of the employee's accrued but unused sick leave will be converted to a lump sum payment. All payments made pursuant to this paragraph shall be paid to the employee's beneficiary as previously designated by the employee in writing. If there is no official designation of a beneficiary, the payment shall be made to the employee's estate, upon application by the executor of the estate.

USE OF SICK LEAVE

Sick leave, with pay, may be used for the following purposes, and must have the approval of the Department Head and/or the Township Administrator. In this Section, a day shall be defined as a period of time constituting eight (8) hours and a week shall be defined as a period of time constituting forty (40) hours.

- a. For absence of the employee due to illness, injury, or exposure to contagious diseases which could be communicated to other employees. Where an employee plans to use or uses sick leave for a period in excess of three (3) days, he/she must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the leave of absence, initial medical certificate, and return to work certificate forms outlined in that section.
- b. For absence of the employee due to illness of someone in the employee's immediate family. For purposes of this paragraph, the immediate family is defined as the employee's husband, wife, son, daughter, stepson, stepdaughter, mother, father, mother-in-law, or father-in-law who resides in the employee's home at the time of the illness. With the exception of FMLA-qualifying leaves of absence to care for persons specifically outlined in the FMLA, absence due to illness of immediate family shall not exceed five (5) total days during any twelve-month period, unless the employee requests and receives advance approval from the Department Head and/or the Township Administrator for additional time. Where an employee plans to use or uses sick leave under this paragraph for a period in excess of three (3) days (or five (5) days in the case of absences taken to care for persons other than those specifically outlined in the FMLA), he/she must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the applicable forms outlined in that section. In the event that all vacation, personal, holiday, and compensatory time, and five (5) days (40 hours) of sick leave have been exhausted, the Township Administrator may approve additional sick leave to care for a family member at the employee's advanced written request.
- c. For absence due to the death of any of the following members of the employee's family: father, mother, brother, sister, son, daughter, stepson, stepdaughter, husband, wife, or grandparent or any aunt, uncle, niece, nephew, grandchild, or in-law of the employee who was, at the time of their death, a permanent resident of the employee's household. Absence due to such situation shall not exceed three (3) days unless the employee requests and receives advance approval from the Department Head and/or the Township Administrator for additional time.
- d. For absence due to death of an aunt, uncle, nephew, niece, grandparent, grandchild, sibling, or parent of the employee's spouse. Any sick leave usage hereunder is limited to one (1) day of the actual attendance of the funeral unless the employee requests and receives advance approval from the Department Head and/or the Township Administrator for additional time.
- e. Sick leave may be used as personal leave by full-time employees to attend to extraordinary personal matters which cannot be cared for outside the employee's

normal working hours, provided that the orderly and efficient operation of the department is not impaired. Such requests shall only be made in extreme situations and shall require the prior approval of the Department Head and the Township Administrator.

A written request for the use of personal leave must be approved at least seventy-two (72) hours in advance of the requested time off and may not be granted for the purpose of extending a vacation or holiday or similar activity. Advance notice may be waived in cases of extreme emergency.

As is more fully explained in other sections of this Manual, Springfield Township requires employees to use transferred and accrued leave as part of the twelve (12) OR twenty-six (26) work week FMLA leave entitlement. Such leaves shall run concurrently. Accordingly, when an eligible employee takes leave for his/her own "serious health condition," he/she is required to utilize his/her accrued sick leave as all or part of the twelve (12) or twenty-six (26) weeks granted under the FMLA. If the eligible employee's sick leave is exhausted prior to the expiration of his/her FMLA leave, the remainder of the FMLA leave shall be granted as an unpaid leave of absence.

PERSONAL LEAVE TIME

Effective Date: January 1, 2000 **Revised:** March 12, 2002
Section: 306

Employees shall receive personal leave time in the amount of sixteen (16) hours per calendar year. Newly hired employees shall receive prorated personal leave time as follows:

- (1) Employees hired between January 1st and June 30th will receive sixteen (16) hours of personal leave time;
- (2) Employees hired between July 1st and September 30th will receive eight (8) hours of personal leave time; and
- (3) Employees hired between October 1st and December 31st will not receive any personal leave time until the following calendar year.

Personal leave time may only be utilized by employees in eight (8) hour increments and such leave time may not be carried over from one year to the next. Personal leave time shall not be deducted from the Employee's sick time, vacation, holiday, or compensatory time, and usage of personal leave time shall not affect the Employee's attendance record in any way. Personal leave time shall not be granted to Employees who are on an unpaid leave of absence or who are on disciplinary suspension. The use of personal leave time must be approved by the Department Head and/or the Township Administrator and such leave shall not interfere with the efficient and effective operation of the Township.

As is more fully explained in other sections of this Manual, Springfield Township requires employees to use earned and accrued leave as part of the twelve (12) work week FMLA leave entitlement. Such leaves shall run concurrently. Accordingly, when an eligible employee takes leave relating to birth, placement of a child for adoption or foster care, or care for a spouse, child, or parent who has a serious health condition (to the extent permitted by Township Policies), he/she is required to utilize his/her personal leave as all or part of the twelve (12) weeks granted under the FMLA. If the eligible employee's personal leave (and, where applicable, vacation and sick leave) is exhausted prior to the expiration of his/her FMLA leave, the remainder of the FMLA leave shall be granted as an unpaid leave of absence.