

131.03 VACATIONS.

(a) The period for accrual and scheduling of vacation shall be the calendar year, January 1 through December 31.

(b) Eligibility. A permanent employee is entitled to vacation time according to the following schedule, if completed during the vacation period, unless otherwise approved by the Village Administrator and Village Council:

Length of Service	Vacation Earned	
	Weeks	Hours
6 months	1	40
12 months	1 additional	40 additional
5 years	3	120
10 years	4	160
15 years	5	200
25 years	6	240

One (1) week equals forty (40) hours.

(c) An employee may accumulate and carry forward to future vacation years no more than eighty (80) hours total of unused vacation time no matter when earned.

(d) Holidays. If a holiday falls within a scheduled vacation period, the holiday shall not be credited as a vacation day for such employee.

(e) Terminations. An individual terminating employment with the Village who has completed more than nine (9) months service shall receive full pay for vacation earned but not taken prior to such separation from employment.

(f) Vacation Scheduling.

(1) Vacation shall be scheduled in accordance with standard policies issued by the Village Administrator and Department Supervisor.

(2) Permanent employees who are entitled to one hundred twenty (120) hours of vacation or more shall be limited to a maximum use of one hundred twenty (120) consecutive hours of vacation at any given time unless pre-approved by the Department Supervisor and Village Administrator.

(g) All new hires shall be given credit for service completed with another municipality or agency of the State of Ohio or other public employment in determining eligibility and entitlement to vacation as accruing in accordance with this section.

(h) Probationary employees, except as hereinafter set forth, shall not be entitled to accrue any vacation during their probationary period. After an employee has served six (6) months from his or her date of original hire as a full-time employee, that employee shall be entitled to forty (40) hours of vacation. This six (6) month accrual applies to all employees including Police Department personnel despite the twelve (12) month probationary period for Police Department new hires. The probationary employee restriction against vacation accrual shall not apply to the probationary period applicable to promotions from within the Village, nor shall such restriction apply if negotiated by the Village Administrator as an offer of hire and approved by Village Council.

(Ord. 2019-9. Passed 7-15-19.)