

ODNR VACATION LEAVE POLICY-PROCEDURE

Effective	March 15, 2011
Purpose	To ensure that all state employees understand the vacation accrual and usage guidelines for vacation.
Authority	FOP Bargaining Agreement, Article 37 OCSEA Bargaining Agreement, Article 28
Reference	FOP Bargaining Agreement, A/S, 37.01-06 OCSEA Bargaining Agreement, 28.01, 28.03
Resource	Office of Human Resources

POLICY

It is the policy of the Department of Natural Resources to ensure all eligible employees are provided vacation leave as outlined in the ORC, OAC and all Collective Bargaining Agreements. All eligible full-time employees will earn and be granted vacation. Eligible part-time employees shall earn vacation on a prorated basis. Employees may use their accrued leave at the completion of their initial probationary period.

VACATION ACCRUAL

Annual Rate of Vacation Accumulation	Maximum
80 hours	240 hours
120 hours	360 hours
160 hours	480 hours
180 hours	540 hours
200 hours	600 hours
240 hours	720 hours

VACATION LEAVE

1. The Employer shall grant vacation leave requests pursuant to applicable collective bargaining language and/or established Division/Office policies and procedures.
2. Vacation leave shall be taken only at times mutually agreed to by the Employer and the employee. The Employer may establish minimum staffing levels for a facility work location which could restrict the number of concurrent vacation leave requests which may be granted for that work location.
3. When an emergency exists, all vacation leave requests may be denied, including those

requests already approved. If an employee is called back to work from a scheduled vacation leave period due to operational needs, the employee will have the right to take the vacation leave at a later time. Said employee will be compensated at time and one-half of his/her base rate for the time the employee is on recall status.

TERMINATION FROM SERVICE

Upon termination for any reason, all vacation leave balances will be paid at regular rate to the employee at the time that the employee received his/her pay check for the final pay period of work. OCSEA employees separating from employment with less than six (6) months total service will not be paid for any accrued vacation hours. FOP employees separating from employment with less than one (1) year total service will not be paid for any accrued vacation hours.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
<u>David Mustine</u>	<u>3/2/11</u>	Date