Guidelines for Vacation and Winter Closure Time for Administrative and Classified Employees

Classified Vacation Accrual

Vacation is earned and credited to an employee’s record each bi-weekly pay period according to years of service (including years at Ohio University and years of prior state service), at the following rates (which meet or exceed those specified in the Ohio Revised Code):

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Vacation</th>
<th>Accrual Rate (in active pay status)</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 1 year</td>
<td>*</td>
<td>3.1 hrs./80 hrs.</td>
<td>80 hrs.</td>
</tr>
<tr>
<td>after 1 year</td>
<td>80 hrs. (10)</td>
<td>3.1 hrs./80 hrs.</td>
<td>240 hrs.</td>
</tr>
<tr>
<td>after 5 years</td>
<td>120 hrs. (15)</td>
<td>4.6 hrs./80 hrs.</td>
<td>360 hrs.</td>
</tr>
<tr>
<td>after 10 years</td>
<td>160 hrs. (20)</td>
<td>6.2 hrs./80 hrs.</td>
<td>480 hrs.</td>
</tr>
<tr>
<td>after 20 years</td>
<td>200 hrs. (25)</td>
<td>7.7 hrs./80 hrs.</td>
<td>600 hrs.</td>
</tr>
</tbody>
</table>

* Employees accrue vacation immediately, but may use their accumulated vacation only after their initial probationary period.

Eligible part-time employees shall earn and accrue vacation as of the effective date of this policy at the rates and with the same maximum accrual shown above.

Vacation accrual is credited proportionately to the hours paid each bi-weekly pay period. No credit is given for compensable hours over eighty in a bi-weekly pay period. Vacation is not earned while an employee is on an authorized unpaid leave of absence or layoff. Vacation may be accumulated up to the maximum which is earned in three (3) years, and is not credited beyond the maximum accrual. The number of hours of vacation leave earned, used, and paid each pay period shall appear on the employee’s bi-weekly earnings statement. In addition, the employee’s vacation tenure (creditable State service) and current balance will also be reflected on the employee’s bi-weekly earnings statement.

Winter Break Closure Timekeeping Procedures

Admin Hourly and Classified Employees

Hourly paid staff will use Workforce to report time during Winter Break Closure.

Employees will select the pay code “Other” and in the comments section enter “WBC”. Enter in the number of hours regularly scheduled. If an employee is scheduled to work during closure, they should report their hours worked as normal.
Workforce Entry for those required to use a Vacation Day

Administrative Salaried Employees

Administrators will receive pay as normal for the all of Winter Break Closure.

To facilitate this process, payroll systems will not grant vacation time accrual to administrators on the December 31st paycheck who have 1 or more years of continuous service as of December 25. Those administrators with less than 1 continuous year of service as of December 25, will accrue a vacation day for the December 31st pay. This means that no Administrative salaried employees need to submit paid time off via absence management for Winter Break Closure.

How will I know if I or one of my employees is required to use vacation time during the 5th day of the Closure?

UHR will post a list of employees with service time that requires them to use a day of vacation during Winter Break Closure. The lists will be sorted by organization with the planning unit. The unit head should distribute this list to appropriate timekeepers. Both employees and timekeepers should consult the list if unsure about what time to report. The list will be published by mid-December each year.
What if I am required to work during Winter Break Closure?

Admin Hourly and Classified Employees
If you are required to work on an official university holiday, you will receive one and a half times the regular hourly rate, for all hours worked on that date, plus holiday pay (for the number of hours that would normally have been worked), at the regular hourly rate.

If you are not required to use a vacation day and your supervisor notifies you that you must work on one of the three closure days you should arrange to take the day off on a future date. The day should be taken as soon as possible, but no later than June 30. When you do take the day, use the “Other” code in Workforce to report your time.

If you are required to use vacation time on the 4th day of closure, but are instructed to work, report the hours that you work in Workforce as you normally would. Your vacation time will remain in your bank to use at a later date.

Administrative Salaried Employees
If your supervisor notifies you that you must work on a closure day you should arrange with your supervisor to take the day off in the near future. The day should be taken as soon as possible, but no later than June 30.

If you are an Administrator with more than 1 year of service, and are required to work on the day of closure you are required to use vacation for, you should request that your supervisor email UHR and request that the day be credited back to your bank of time. UHR must be notified by January 18th in order for your time to be credited back to your balance.