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 service</td>
<td>80 hrs. (10) days</td>
<td>3.1 hrs./80 hrs.</td>
<td>240 hrs.</td>
</tr>
<tr>
<td>after 5 years service</td>
<td>120 hrs. (15) days</td>
<td>4.6 hrs./80 hrs.</td>
<td>360 hrs.</td>
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<tr>
<td>after 10 years service</td>
<td>160 hrs. (20) days</td>
<td>6.2 hrs./80 hrs.</td>
<td>480 hrs.</td>
</tr>
<tr>
<td>after 20 years service</td>
<td>200 hrs. (25) days</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

Classified Employees

Classified 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.
The diagram below will help you determine how to report your time in Workforce for Winter Break Closure.

**Administrative Employees**

The University does not currently employ an electronic solution for tracking administrative time. Therefore, administrative employees are paid for all regularly scheduled days unless payroll makes a manual adjustment as prompted by a Paid Time Off form. Thus, timekeeping procedures for Administrators vary greatly from classified staff.

Administrators will receive pay as normal for the 1st, 2nd, 3rd and 4th days of Winter Break Closure.

To facilitate this process, payroll systems will not grant vacation time accrual to administrators on 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 Administrators need to submit paid time off forms for the 4th day to use vacation as required.

**How will I know if I or one of my employees is required to use vacation time during the 4th day of 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.

**What if I am required to work during Winter Break Closure?**
Classified Employees
If you are required to work on the 1st day of closure (floating 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 your supervisor notifies you that you must work on the 2nd, 3rd, and in the case of those employees who are not required to use vacation time, the 4th day of closure, 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 Winter Closure Time code in Workforce to report you 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 Employees
If your supervisor notifies you that you must work on the 1st, 2nd, 3rd, or 4th day of closure, 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 4th day of closure, 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.