



Ohio Administrative Code

Rule 3342-6-11.7 Administrative policy regarding annual vacation leave for nonteaching unclassified and non-bargaining classified staff.

Effective: December 3, 2018

(A) Policy statement. The university recognizes the importance of providing staff an opportunity for recreation or other personal matters without loss of compensation. Paid vacation leave is granted according to the terms and conditions set forth below.

(B) Eligibility.

(1) All full-time and part-time classified staff not in a collective bargaining unit that hold a twelve-month continuous appointment are eligible to accrue and use vacation under this policy.

(2) All full-time and part-time unclassified staff that hold a twelve-month continuous appointment are eligible to accrue and use vacation leave.

(3) Postdoctoral research associates or research scholars not in a bargaining unit are eligible to accrue and use vacation leave as provided for in rule 3342-6-20 of the Administrative Code. However, postdoctoral research associates or research scholars shall not be eligible to receive payment for unused vacation upon their separation of employment.

(4) All full-time and part-time grant-funded staff not in a collective bargaining unit that hold a twelve-month continuous appointment are eligible to accrue and use vacation under this policy. However, grant-funded staff shall not be eligible to receive payment for unused vacation upon their separation of employment.

Grant-funded staff is defined as employees engaged in externally grant funded educational or research duties connected with the university.

(5) All full-time and part-time, intermittent, and temporary classified employees not in a bargaining unit do not earn vacation.



(6) All full-time and part-time nine-month, ten-month, and thirty-nine-week appointed unclassified employees do not earn vacation.

(C) Implementation.

(1) Accrual rates. Vacation accrual rates are based upon length of Ohio public service. Employment with any state of Ohio agency or any political subdivision of the state is counted to determine years of service. Time spent in military service is counted, provided that the employee in question was an employee of the university for at least ninety days prior to entering military service. Time spent on authorized leave of absence is also counted.

(a) Classified staff accrue vacation on the basis of a forty-hour workweek (prorated for part-time employees) according to the following guidelines:

(i) Less than five years of service, eighty hours (ten days) per year.

(ii) Five or more but less than ten years of service, one hundred twenty hours (fifteen days) per year.

(iii) Ten or more years but less than twenty-one years of service, one hundred sixty hours (twenty days) per year.

(iv) An additional eight hours (one day) per year for each year of service over twenty years to a maximum addition of forty hours (five days) for a total annual accrual of two hundred hours (twenty-five days) for twenty-five or more years of service.

(b) Unclassified full-time staff accrue vacation according to the following guidelines:

(i) Less than twenty-one years of service, one hundred sixty hours (twenty days) per year.

(ii) An additional eight hours (one day) per year for each year of service over twenty years to a maximum addition of forty hours (five days) for a total annual accrual of two hundred hours (twenty-five days) for twenty-five or more years of service.



(c) Unclassified hourly part-time staff on a continuing appointment eligible under paragraph (C)(1) of rule 3342-6-05.2 of the Administrative Code accrue vacation at the rate established in paragraph (C)(1)(b) of that rule at a prorated basis relative to the hours worked in each pay period.

(d) Postdoctoral research associates or research scholars will accrue eighty hours per year as provided for in rule 3342-6-20 of the Administrative Code.

(2) Utilization.

(a) Classified employees are not eligible to use accrued vacation leave or receive payment for accrued vacation leave upon separation from the university until they have completed the probationary period.

(b) Eligible staff members are expected to request vacation leave in advance. The employee should submit a leave form to their immediate supervisor indicating the dates for which leave is requested. Supervisors are expected to accommodate reasonable requests for vacation leave, in keeping with the effective operation of their department or unit and with a view toward fairness for all employees in that unit.

(c) Eligible staff members are normally expected to take vacation time off for purposes of rest and relaxation and for other personal reasons during the year in which the vacation is earned.

(3) Accumulation of earned and unused vacation. It is understood that there are times when a staff member cannot schedule all vacation during the year in which it is earned. Classified and unclassified staff as defined in paragraph (B) of this rule, with the exception of postdoctoral research associates or research scholars are eligible to accumulate vacation leave.

(a) Accrued vacation, up to a maximum of that amount of vacation which may be earned in a three-year period, may be carried over. Any vacation credit beyond the maximum allowed will be subtracted from the accrued balance at the end of September, effective the first October payroll each year.



(b) Payment for unused vacation. Upon termination of employment, eligible classified and unclassified staff will be paid for any earned but unused vacation leave to his or her credit at the time of separation, up to a maximum of that amount of vacation which may be earned in a three-year period. Such payment for unused vacation leave will be made in a lump sum. These employees will not be carried on the payroll for the purpose of liquidating his or her vacation balance.

(c) In the case of death of an eligible classified or unclassified staff member, unused earned vacation leave up to a maximum of that amount of vacation which may be earned in a three-year period shall be paid in accordance with the provisions of section 2113.04 of the Revised Code.

(d) An employee who is hired after retiring from Kent state university employment. shall accrue vacation leave at the rate provided for in paragraph (C)(1)(b) of this rule, according to the service accrued up to the date of retirement. An employee accruing vacation leave under this paragraph shall not be eligible for payout of any unused accrued vacation leave upon separation of employment.