



## Ohio Administrative Code

### Rule 3352-5-04 Vacation.

Effective: August 10, 2018

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(A) Eligibility and accrual rates. Based upon the authorization of the Wright state university board of trustees and sections 124.13 and 124.131 of the Ohio revised code, the Wright state university employees categories listed in paragraphs (A)(1) to (A)(4) of this rule are entitled to accrue and use vacation time in the prescribed manner. The intent of this benefit is to provide employees with sufficient time each year for rest and relaxation.

(1) Fiscal faculty and unclassified staff (exempt and non-exempt) who are appointed on one hundred per cent full-time-equivalency contracts, earn twenty-two work days of vacation per year accumulated at the rate of fourteen and sixty-seven hundredths hours per pay period, up to a maximum of three hundred fifty-two hours. At twenty-five years of service, fiscal faculty and salaried unclassified staff earn twenty-five work days of vacation per year, accumulated at the rate of sixteen and sixty-seven hundredths hours per pay period, up to a maximum of three hundred fifty-two hours.

(a) Length of service is defined as service at Wright state university, plus any previous service time with the state of Ohio or any political subdivision of the state, provided the employee presents an official letter documenting the start date, end date, and full-time-equivalency status of the previous state service is presented human services at the time of hire.

(b) Fiscal faculty and salaried unclassified staff appointed to work at least fifty-one per cent over a twelve-month period earn vacation on a prorated basis of the above schedule.

(c) Vacation accruals for fiscal faculty and unclassified staff shall be automatically computed and added to the accrued balance on a each pay period. On June thirtieth of each year, all excess balances shall be reduced to three hundred fifty-two hours (forty-four days) or the amount that could have been earned and accrued in two years, whichever is less.

(d) Fiscal faculty and salaried unclassified staff who are employed for a partial month either at the



beginning or termination of employment or who work a partial month because of unpaid leave status will accrue vacation prorated on the basis of actual days worked during that month.

(2) Academic year faculty do not earn vacation and are not authorized to take vacation during the teaching term.

(3) Special contract fiscal faculty and special contract unclassified staff may accrue vacation at the prescribed rate. However, this vacation is for use only and cannot be paid on separation. Personnel in these categories are encouraged to use all accrued vacation before termination of the contract.

(4) Classified non-exempt staff appointed to work on an annualized forty hours per week (one hundred per cent full-time-equivalency) basis earn vacation as described in paragraphs (A)(4)(b) to (A)(4)(f) of this rule.

(a) Length of service is defined as service time at Wright state university, plus any previous service time with the state of Ohio or any political subdivision of the state, provided the employee presents an official letter documenting the start date, end date, and full-time-equivalency status of the previous state service is presented to the department of human services.

(b) Zero to seven years of service: eighty hours (ten days) annual vacation; three and one-tenth hours accrual rate per pay period; two hundred forty hours maximum accrual.

(c) Eight to fourteen years of service: one hundred twenty hours (fifteen days) annual vacation; four and six-tenths hours accrual rate per pay period; three hundred sixty hours maximum accrual.

(d) Fifteen to twenty-four years of service: one hundred sixty hours (twenty days) annual vacation; six and two-tenths hours accrual rate per pay period; four hundred eighty hours maximum accrual.

(e) Twenty-five or more years of service: two hundred hours (twenty-five days) annual vacation; seven and seven-tenths hours accrual rate per pay period; six hundred hours maximum accrual.

(f) Hourly paid staff appointed to work at least one thousand forty-five hours in a twelve-month period (at least fifty-one per cent full-time-equivalency) earn vacation on a prorated basis.



(g) Vacation accruals for classified non-exempt staff shall be automatically computed and added to the accrued balance on a pay period basis.

(h) Employees covered by collective bargaining agreements should refer to their individual collective bargaining agreements for vacation accrual and usage provisions.

(i) Days designated as holidays shall not be charged to vacation leave.

(B) Authorizations and records.

(1) Supervisors, directors, and department chairs are required to direct all personnel reporting to them to complete an on-line leave report. Granting approval for vacation is subject to administrative discretion. The process for completing an on-line leave report is available on the human resources website at [www.wright.edu/hr](http://www.wright.edu/hr).

(2) Records of vacation usage for fiscal faculty and unclassified exempt staff are to be recorded, and reported monthly through employee self-service leave reporting. Approved vacation usage for fiscal faculty and unclassified exempt staff is deducted from the prior balance automatically once approved. The resulting balance will be available for viewing in WINGS express.

(3) Vacation leave accrual is not credited to the employee or available for use until after the pay period in which it is earned has been completed. An employee who uses vacation leave within the pay period it is earned and before it is credited to the employee will not be paid for the vacation hour(s) used.

(C) Payment for unused vacation.

(1) When a fiscal faculty or unclassified staff member terminates employment with the university, human resources reviews the vacation balances to determine any cash payment to be made to the terminating employee.

Upon termination, one hundred per cent full-time-equivalency fiscal faculty and salaried unclassified



staff shall be paid for all earned but unused vacation hours up to the maximum accrual permitted based on length of service. The maximum cash payment for those terminating employees who worked less than one hundred per cent full-time-equivalency is determined on a prorated basis and cannot exceed that amount of vacation time that could have been earned in a two-year period.

(2) Special contract staff (fiscal faculty and unclassified) shall receive no payment for unused vacation upon separation. All accrued vacation should be used during the contract period at times mutually agreed upon by the employee and the supervisor.

(3) Upon termination and completion of one year of service classified non-exempt staff employed at least one thousand forty-five hours in a twelve-month period (more than fifty per cent full-time-equivalency) shall be paid for all unused vacation up the maximum accrual permitted based on length of service.

(4) Changes to continuing employment or FTE will warrant payout of existing vacation balances in these circumstances:

(a) A fiscal faculty member who changes to an academic appointment;

(b) A classified employee who accepts an unclassified appointment will receive a vacation payout if the employee's vacation balance as a classified employee exceeds the maximum vacation accrual for the unclassified appointment. The vacation payout will be the sum of the difference between the employee's current vacation balance as a classified employee and the maximum accrual as an unclassified employee. The employee's available balance will be reduced to the maximum unclassified accrual, and the employee will receive a payout at the classified salary rate for all hours reduced;

(c) A reduction of FTE to less than fifty-one per cent;

(d) A change from continuing employment to special contract.