



## Ohio Administrative Code

### Rule 3361:30-31-28 Time off from work: vacation policy.

Effective: April 30, 2014

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The following rule applies to all employees, excluding classified part-time employees and those employees covered by a collective bargaining agreement addressing this topic.

(A) University employees accrue vacation according to the terms of their employment. Vacation accrual schedules and procedures shall be detailed in the human resources policies and procedures and/or applicable collective bargaining agreements.

(B) Employees may carry over vacation credit from year to year. For employees hired prior to January 1, 2015, the current annual vacation accrual rate times three-point-three is the maximum amount of vacation credit which an employee may carry at any given point in time, except as specified below. For employees hired on or after January 1, 2015, the annual vacation accrual rate times one-and-one-half is the maximum amount of vacation credit which an employee may carry forward at any given point in time, except as specified below. Employees are not entitled to accrue or to be paid for any vacation leave (time) beyond the maximum credit.

Coaches and assistant coaches hired by the department of athletics on or after January 1, 1984, but before January 1, 2015, may not accrue or be paid for any vacation leave beyond a total of twenty-two days. Coaches and assistant coaches hired after January 1, 2015, may not accrue or be paid for any vacation leave beyond a total of twenty days.

(C) Management shall attempt to schedule vacation period according to an employee's request; however, the needs and work schedule of the university and the employing unit shall have priority.

(D) Vacation up to the specified maximum continues to accrue during paid leaves of absence.

(E) Upon separation from the university, an employee is entitled to compensation for any accrued but unused vacation not in excess of the maximum credit.