

**Responsible Office: Human Resources**

**Applies to: Faculty and Staff**

**Approved: 05/16/2023**

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**Policy:** The College supports a work environment that provides employees with the opportunity to have time away from work in order to ensure their physical and mental well-being. This vacation time is accrued per pay period from the date of hire, based upon length of service, on a fiscal year for eligible employees.

**Guidelines:**

**I. Definitions:**

- a. **Eligible Employee:** Faculty or staff members who are employed on a regular, annual renewable 12-month appointment (including grant funded) with at least a .5 FTE.

**II. Vacation Accrual:** 1.0 FTE employees will accrue vacation per the below schedules.

Employees classified between .5 FTE and .9 FTE will accrue at a prorated amount based on FTE. Vacation time accrues for all hours worked and paid absences, but does not accrue during unpaid absences.

- a. Faculty:
  - i. Faculty with a 12-month appointment will accrue up to 144 hours of vacation per year.
- b. Executive Staff:
  - i. Vacation accrual for the President is determined by the Board of Trustees
  - ii. Executive staff will accrue vacation based on the following schedule:
    - a) 0-20 Years of Service: up to 176 hours per year
    - b) 21 Years of Service and Beyond: up to 200 hours per year
- c. Administrative Staff:
  - i. Administrative Staff will accrue vacation based on the following schedule:
    - a) 0-20 Years of Service: up to 144 hours per year
    - b) 21 Years of Service and Beyond: up to 176 hours per year
- d. Professional Staff:
  - i. Professional Staff will accrue vacation based on the following schedule:
    - a) 0-10 Years of Service: up to 120 hours per year
    - b) 11 – 20 Years of Service: up to 144 hours per year
    - c) 21 Years of Service and Beyond: up to 176 hours per year
- e. Support Staff:
  - i. Support Staff will accrue vacation based on the following schedule:
    - a) 0-7 Years of Service: up to 80 hours per year
    - b) 8-14 Years of Service: up to 120 hours per year
    - c) 15-24 Years of Service: up to 144 hours per year
    - d) 25 Years of Service and Beyond: up to 176 hours per year

For purposes of determining vacation accrual, years of service will be determined in accordance with the standard specified in Section 9.44 of Ohio Revised Code regarding receiving credit for prior service with the State of Ohio or a political subdivision of the State of Ohio.

Employees hired prior to October 18, 2011, with continuous vacation eligible employment with the College, will continue to accrue vacation at the rates outlined in Vacation Policy 6.5 (BOT approved 11/19/1996).

**III. Vacation Accumulation & Carry Over:**

- a. Employees may accumulate up to 240 hours. Any vacation hours as of July 1<sup>st</sup> of each year, which are in excess of 240 hours will be eliminated from employee's vacation balance. Thus, a maximum of 240 hours of vacation may be carried into a new fiscal year.

**IV. Vacation Usage**

- a. Vacation can be used as it is earned. No vacation can be taken before it is earned.
- b. Requests for vacation must be made prior to the beginning of the absence. Vacation requests are arranged in accordance with the operational needs of the department and are subject to the approval of the supervisor and / or College administration (see Leave Request Procedure – Staff & 12 Month Faculty for additional information).

**V. Payout of Eligible Vacation Time**

- a. Separation from the College
  - i. Upon separation from the College, unused vacation up to 240 hours will be paid to the employee, or to the next of kin or estate in the case of death.
- b. Change in Employment Status with the College
  - i. When an employee changes to a position that is not eligible for vacation accrual, all unused hours up to 240 must be taken or paid to the employee prior to the effective date of the change.
- c. Accrued vacation payouts are at the employee's current base rate of compensation.
- d. No employee shall be continued on the payroll for the purpose of exhausting their vacation.
- e. No retirement contributions will be withheld on vacation payouts.
- f. Vacation payouts will be considered taxable income.

**Related Policies or Procedures:**

Leave Requests Procedure – Staff & 12 Month Faculty

**Compliance References:**

[Ohio Revised Code 9.44](#)

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	11/19/1996	Original policy approved
<b>Revised:</b>	10/18/2011	
<b>Revised:</b>	08/16/2016	
<b>Revised:</b>	05/16/2023	

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*