

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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VACATION  
Policy No. 3-05  
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Effective February 1, 2012

- (A) It is the policy of the college to provide employees with the opportunity to have some time away from work in order to ensure their physical and mental well-being. This vacation time is accrued monthly from the date of hire, based upon length of service, except where specified below.
- (B) Length of vacation for the President shall be determined by the Board of Trustees. The length of vacation for classifications in the administrative and executive pay bands are set by the President.
- (C) Length of vacation for all other full-time staff shall be in accordance with the following schedule:
  - (1) Employees from hire through five years of employment are eligible for ten (10) days per year.
  - (2) Employees with six through ten years of employment are eligible for fifteen (15) days per year.
  - (3) Employees with eleven through twenty-four years of employment are twenty (20) days per year.
  - (4) Employees with twenty-five years of employment or more are eligible for twenty-five (25) days per year.
- (D) Faculty members, adjuncts, and annually contracted faculty do not accrue vacation.
- (E) The adoption of this policy will not reduce the length of vacation or vacation time already accrued of persons employed by the college at the time of adoption of this policy.
- (F) Staff employed on a semester basis do not accrue vacation.
- (G) Pursuant to ORC 9:44, employees who were previously employed by the state or any political subdivision of the state, currently earning vacation credits, are entitled to have their prior serve with any of these employers counted as service with the college for the purpose of computing the employee's vacation accrual rate.

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- (H) Full-time employees (as defined in Policy No. 3-01 and Procedure No. 3-01(F)) who work less than a 100 percent schedule will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked. Part-time employees (as defined in Policy No. 3-01(C)) do not earn vacation.
- (I) Employees may accrue unused vacation up to a maximum of sixty (60) days or the vacation hours accrued in the last three years, whichever is less.
- (J) Pay in lieu of vacation: Employees who have completed three (3) years of service may request pay in lieu of vacation. Employees must first take two (2) weeks (eighty hours) of vacation in a calendar year prior to submitting such a request. Employees may receive payment once per calendar year for up to forty (40) hours of their accumulated balances by submitting a written request for such payment to their supervisor. Such payment shall be issued with the next regular payroll following submission of the employee's request.
- (K) Unused accrued vacation will be paid to employees on separation of employment or retirement at their current rate of pay.
- (L) No vacation time can be taken on the employee's last day of employment.
- (M) The President will establish procedures for administering this policy.

Last Effective Date: August 1, 2007; August 21, 2000

Approved by BOT: January 26, 2012

BOT:clh