

VACATION USAGE
(NON-UNION)

Full time employees are entitled to paid vacation in accordance with O.R.C. §3319.084 as follows:

1. After service of one year with the Board of Education – a minimum of two calendar weeks pay, excluding legal holidays.
2. At ten or more years of service with the Board – a minimum of three calendar weeks pay, excluding legal holidays.
3. At 20 or more years of service with the Board – a minimum of four calendar weeks, excluding legal holidays.

A full time employee is a person who is in service for not less than 11 months in each calendar year.

Vacation leave shall be specified in the individual employee's contract of employment. The Board may by employment contract or resolution permit an employee to carry over accrued, unused vacation leave from one year to the next. Upon such employee's death, the employee's separation from employment with the Board, or at any other time prior thereto, the Board may pay the employee (or the employee's estate in the event of death) at the employee's current rate of pay for all or a portion of his/her lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the employee's individual employment contract or by Board resolution.

LEGAL REFS: O.R.C. §3319.084
O.A.G. 2011-025

Adopted: June 22, 2020