

ARTICLE 9

VACATIONS

A. ELIGIBLE EMPLOYEES

1. Full-time - A full-time employee shall accrue and earn vacation in accordance with the appropriate vacation schedules shown in paragraph B of this Article. The accrued vacation leave is strictly proportionate to the regular hours paid in each pay period except that accrual shall continue during an approved unpaid union leave as provided in Article 16, Leaves of Absence, (F) (5) Union Leave.
2. Part-time - An employee working at least 20 but less than 40 hours/week shall accrue 1.54 hours of vacation per pay period.
3. Probationary - Newly hired full or part-time employees shall not accrue vacation time during their probationary period; however, upon completion of probation, vacation accrual will be made retroactive to the initial hire date in accordance with 1 and 2 above.

B. VACATION ENTITLEMENT

The vacation entitlement of each full-time bargaining unit member shall be as follows:

YEARS OF CONTINUOUS SERVICE	MAXIMUM HOURS OF VACATION
Years 1 - 5	80
Years 6 - 12	120
Year 13	168
Year 14	176
Year 15	184
Year 16	192
Year 17	200

C. ACCRUAL DATE CHANGE

For purposes of determining the rate of vacation accrual, full time service with any state agency or political subdivision of the State of Ohio is accepted. A year of service is considered as twenty-six (26) biweekly periods. The employee begins to earn the higher rate of vacation accrual at the beginning of the pay period which includes the date of completion of the appropriate number of years of service.

D. VACATION SCHEDULING

1. It is the intent of the University to honor a bargaining unit member's requested vacation time whenever possible. The University reserves the right to limit the number of bargaining unit members permitted to be on vacation at any one time where the efficiency and operation needs of the department will be disrupted.
2. Eligible employees may submit a written request for vacation to their immediate supervisor. Such request shall set forth the intended date(s) of such vacation. Requests timely received at least sixty (60) days prior to commencement of such intended vacation shall be given scheduling priority provided that if two (2) or more employees submit timely requests for the same vacation date(s)

and the University determines to approve some but not all such requests, the University shall allow the request of the most senior employee.

3. Vacation scheduling requests received less than sixty (60) days prior to the commencement date of such proposed vacation shall be approved or denied in the order in which they are received by the immediate supervisor.

E. ACCUMULATION AND USE OF VACATION

1. An employee may accumulate and carry over earned but unused vacation to the maximum of an employee's current accrual rate times two (2). Credit in excess of this maximum shall be eliminated each fiscal year from the employee's vacation balance. If the employee is denied use of the excess prior to the end of the fiscal year, the University will allow the excess vacation time to be carried over, provided the employee complies with scheduling requirements outlined in this Article.
2. The University reserves the right to limit use of vacation if such request interferes with the scheduling of University business. An employee will be paid for vacation hours to which he or she is entitled but which have not been used at the time of termination of employment.
3. Upon separation from the University or death, an employee or estate shall be paid for any accrued but unused vacation not in excess of the maximum accrual allowed. This payment is made at the employee's current rate of pay.

F. RATE OF PAY

An eligible employee shall be compensated for vacation at the straight time rate of pay for his/her designated job classification at the time vacation is taken.

G. HOLIDAY DURING VACATION

If a holiday falls during an employee's vacation, the day shall be charged to the holiday.