

# Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: Vacation - Security

POLICY NO: 4.83  
ADMIN. CODE: 3362-4-53  
PAGE NO.: 1 of 2  
EFFECTIVE DATE: 7-9-10  
RECOMMENDED BY: Bane Sylvia  
APPROVED BY: Board of Trustees

## 1.0 Purpose

1.1 This policy provides a vacation accrual standard for full and part-time Security Officers.

## 2.0 Eligible Security Officers

2.1 Security Officers shall accrue and earn vacation in accordance with the appropriate vacation schedule shown in Section 3.0 of this policy.

2.2 Newly hired Security Officers shall not accrue vacation time during their probationary period; however, upon successful completion of probation, vacation accrual will be made retroactive to the initial hire date in accordance with Section 2.1 above.

## 3.0 Vacation Entitlement

3.1 Part-time Security Officer - The vacation entitlement of each part-time security officer working at least 20 but less than 40 hours per week shall be a maximum of 40 hours per year accrued at 1.54 hours per pay period.

3.2 Full-time Security Officer – The vacation entitlement of each full-time security officer working at least 40 hours per week shall be as follows:

Years of Continuous Service	Maximum Hours of Vacation
Years 1-5	80
Years 6-12	120
Years 13	168
Years 14	176
Years 15	184
Years 16	192
Years 17	200

3.3 For purposes of determining the rate of vacation accrual for full-time security officers, 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 security officer 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.

#### 4.0 Vacation Scheduling

- 4.1 It is the intent of the University to honor a Security Officer's requested vacation time whenever possible. The University reserves the right to limit the number of Security Officers permitted to be on vacation at any one time where the efficiency and operation needs of the department will be disrupted.
- 4.2 Eligible Security Officers may submit a written request for vacation to the Senior Sergeant beginning January 1 and no later than January 31. The department shall attempt to accommodate each request but reserves the right to determine the appropriate number of vacations granted at one time. When multiple requests are submitted, seniority will be the determining factor.
- 4.3 After January 31, vacations will be granted on a "first come" basis and if appropriate shift coverage is available.

#### 5.0 Accumulation and Use of Vacation

- 5.1 A Security Officer may accumulate and carry over earned but unused vacation to the maximum of the Security Officer's current accrual rate times two (2). Credit in excess of this maximum shall be eliminated each fiscal year from the Security Officer's vacation balance. If the Security Officer 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 Security Officer complies with scheduling requirements outlined in this policy.
- 5.2 The University reserves the right to limit use of vacation if such request interferes with the scheduling of University business. A Security Officer 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 (subject to the maximum accrual allowed).
- 5.3 Upon separation from the University or death, the Security Officer or his/her estate shall be paid for any accrued but unused vacation not in excess of the maximum accrual allowed. This payment is made at the Security Officer's current rate of pay.

#### 6.0 Rate of Pay

- 6.1 An eligible Security Officer shall be compensated for vacation at the straight time rate of pay for his/her designated position.

#### 7.0 Holiday During Vacation

- 7.1 If a holiday falls during a Security Officer's vacation, the day shall be charged to the holiday.