

DELAWARE COUNTY

| Subject | Effective | Supersedes | This Sheet | Total |
|--|-----------|--|------------|-------|
| Prior Service Credit for Vacation Accrual Policy | 6/28/2004 | 10/4/1994 (Vacation for Prior Service Policy) | 1 | 1 |

1.0 Purpose

To recognize employees' prior years of service with other Ohio political subdivisions for purposes of vacation credit.

2.0 Scope

This policy pertains to all departments within the realm of the Delaware County Commissioners.

3.0 Distribution

To all departments within the jurisdiction of the County Commissioners.

4.0 Definitions

5.0 Policy

Ohio Revised Code Sections 9.44, 124.13, and 325.19 address vacation leave accrual for public employees and specifically employees of county government. The aforementioned sections of the Ohio Revised Code also require that prior service with Ohio political subdivisions be credited to an employee for purposes of vacation accrual. Employees will be credited with prior service time once verification of that service time has been received from previous qualified employers. Vacation leave balances with Delaware County will be recalculated after receipt of verification of prior service time as follows:

A. Vacation will be recalculated from the first date of employment with Delaware County if the request for verification from prior qualified employers was made within the first year of employment with Delaware County, or

B. Vacation will be recalculated from the date request was made to prior qualified employers if the request for verification from prior qualified employers was made after the employee has been employed more than one (1) year with Delaware County.

One year will be considered as the completion of twenty-six pay periods.