

CITY OF CLEVELAND
Human Resources Policies and Procedures
Benefit Policies

VACATION LEAVE POLICY

I. Vacation Leave

- A. All regular full-time City officers or employees, including hourly employees with thirty (30) days of continuous service with the City, are entitled to ten (10) days (two weeks) of vacation leave with full pay.¹
- B. Thereafter, such City officers and employees are entitled to the following vacation leave with full pay for each year based upon their total vacation leave service credit as of December 31st of the preceding year, as follows:

Effective as of January 1, 2023:

<u>Continuous Years of Service</u>	<u>Vacation Benefit</u>
1 to 5	10 days (2 weeks)
After 8 years	15 days (3 weeks)
After 12 years	20 days (4 weeks)
After 22 Years	25 days (5 weeks)

Effective as of January 1, 2024:

<u>Continuous Years of Service</u>	<u>Vacation Benefit</u>
1 to 5	10 days (2 weeks)
After 5 years	15 days (3 weeks) ²
After 12 years	20 days (4 weeks)
After 22 Years	25 days (5 weeks)

- C. Vacation begins to accrue when an employee is hired and continues to accrue until December 31st of each year if the employee remains in paid status. An employee who is on leave of absence without pay for more than thirty (30) calendar days in any calendar year, or who begins employment during the

¹ Employees who gave notice of separation from City Services as of October 25, 2023, are not eligible.

² Provided, however, that a City officer or employee who has less than eight (8) years of continuous service with the City and who has given notice of separation from City services on or before December 31, 2023, shall be entitled to 10 days (2 weeks) of vacation leave.

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year will earn vacation for that year at the rate for which he or she is eligible based on length of service as follows:

1. Zero (0) to five (5) years of service - one (1) day per month, not to exceed ten (10) days.
 2. Five (5) to twelve (12) years of service - one and one-half (1 1/2) days per month, not to exceed fifteen (15) days.
 3. Twelve (12) to twenty-two (22) years of service - two (2) days per month, not to exceed twenty (20) days.
 4. More than twenty-two (22) years of service - two and one-half (2 1/2) days per month, not to exceed twenty-five days.
- D. *Former Elected City Officials.* A former elected official of the City of Cleveland, who becomes a full-time officer or employee, including a full-time hourly rate employee, will be credited with the time served in such elected office for the purpose of determining such officer's or employee's vacation time under Paragraphs (A) and (B) above.
- E. *Exceptions.* The provisions of Paragraphs (A) and (B) above shall not apply to hourly rate craft employees paid based on building trades and prevailing wages. This policy shall not replace, amend, add to, or deprive any employee of any vacation rights to which he or she may be entitled to under the terms of any collective bargaining agreement between any union and the City approved by ordinance of Council.

II. Discretionary Vacation Leave for Unclassified Employees

The Mayor and the Clerk of Council, as appropriate, may in his/her discretion grant any person in the unclassified service of the City additional week(s) of vacation leave with full pay when he/she deems it necessary to successfully recruit or retain persons who possess the experience, training, or other relevant qualifications for any such positions. Unused discretionary vacation leave balances automatically carry over to the following year.

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III. Vacation Requests

- A. All foreseeable vacation requests must be approved in advance. The appointing authority may require employees to request vacation at the beginning of the calendar year and may deny vacation requests due to operational needs. Absence without prior approval will be deemed absence without leave.
- B. Use of vacation is subject to internal departmental rules and to collective bargaining agreements.

IV. Vacation Time Carryover

Unused vacation balances automatically carry over to the following year.

V. Payment for Unused Vacation

- A. Employees who terminate their employment, retire, or are laid off will receive payment for unused and prorated vacation leave. This amount will be paid by voucher. These vouchers must be submitted to the Department of Human Resources for approval with a copy of the "Application for Sick Leave Conversion, Unused Vacation, Overtime and/or Compensatory Time" form signed by the appointing authority.
- B. Eligible non-union employees may be granted the option to convert a maximum of 160-hours of their vacation balance during a designated period in April/May of an approved year if approved by the Finance Department. Employees are required to have a vacation balance of 120- hours after the conversion takes place. One time per calendar year, all non-union employees electing the conversion will be required to indicate the number of hours they desire to convert which cannot exceed 160-hours. The non-union employee must sign, date, and submit their request to the Department of Finance, Division of Accounts by the deadline set by the Department of Finance. Conversions will be paid out (as regular compensation) based on the non-union employee's hourly rate at the time the letter was sent. This payment will be subject to the usual taxes and withholding. Final approval is subject to the Director of Finance or Human Resources and is irrevocable.

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Note: *The conversion payment is a non-pensionable payment.*

VI. Effect of Prior Service

A. Employees who have earned service credit from a previous public employer in Ohio will be credited with that prior service for vacation accrual up to the designated limit. Not all employees are eligible to earn prior service credit. The following are excluded from prior service credit:

1. Retirees from any government employer in the State of Ohio.
2. Federal or military service time.
3. Any time for service while classified as a student.
4. Any part-time employment.
5. Any time during which the employee was on extended unpaid leave except military leave.

Individuals may request transfer of service credit by completing an authorization form available from Departmental Human Resources personnel.

B. In most cases, a transfer from one department of the City to another department does not affect an employee's vacation accrual. The employee transfers with the employee's vacation balance.

VII. No provision of this policy is intended to replace, amend, add to, or deprive any employee of any vacation rights to which he or she may be entitled to under the terms of any collective bargaining agreement between any union and the City approved by ordinance of Council.

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**This policy has been issued under the authority of the Board of Control
Resolution No. **** -**

23, adopted: - - - - -



Signature

Director of Human Resources

Title

November 15, 2023

Date