

## SECTION 31.13 VACATION

**Section 1.** Effective December 1, 2020, each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

- A. An employee with less than five (5) years of service shall earn vacation with pay at the rate of 3.077 hours per pay period with a maximum earning of two (2) basic work weeks, and may carry over a maximum of 160 hours of earned vacation.
- B. An employee with five (5) years, but less than eleven (11) years of service shall earn vacation with pay at the rate of 4.615 hours per pay period with a maximum earning of three (3) basic work weeks, and may carry over a maximum of 240 hours of earned vacation.
- C. An employee with eleven (11) years, but less than twenty (20) years of service, shall earn vacation with pay at the rate of 6.154 hours per pay period (with a maximum earning of four (4) basic work weeks, and may carry over a maximum of 320 hours of earned vacation.
- D. An employee with twenty (20) or more years of service shall earn vacation with pay at the rate of 7.692 hours per pay period with a maximum earning of five (5) basic work weeks, and may carry over a maximum of 400 hours of earned vacation.
- E. Employees will not be permitted to carry over vacation into the succeeding calendar year beyond the carryover limits set forth above in this section, in paragraphs A-D.
- F. For employees on a leave of absence, lay-off, or a period of termination service time will not be accumulated during such leave of absence, lay-off, or period of employment termination.
- G. Credited Service. For all employees hired after January 1, 1992 only service as a full-time employee of the City of Medina will be credited for purposes of vacation eligibility.
- H. Subject to the discretion of the Board of Control, a new hire with significant relevant experience (generally 5-10 years) shall earn vacation time as follows:
  - 1. The new employee shall be granted two (2) weeks vacation upon employment.
  - 2. Such employees shall not accrue vacation for their first year of employment.
  - 3. Upon completing one (1) year of service with the City, such employees shall begin accruing vacation in accordance with sections A through G.
  - 4. An employee hired under this section whose employment with the city is terminated within one (1) year of service of hire date shall repay the City for any vacation time used that would not have been earned at the normal accrual rate and shall not be eligible for vacation benefits for employment termination under Section 3.

- I. Subject to the discretion of the Board of Control, a new hire with substantial relevant experience (generally ten or more years) shall earn vacation time as follows:
  - 1. The new employee shall be granted three (3) weeks vacation upon employment.
  - 2. Such employees shall not accrue vacation for their first year of employment.
  - 3. Such employees from their one (1) year anniversary with the City through ten (10) years with the City shall earn vacation with pay at the rate of 4.615 hours per pay period with a maximum earning of three (3) basic work weeks, and may carry over a maximum of 240 hours of earned vacation.
  - 4. Upon completion of eleven (11) years of service with the City, such employees shall earn vacation in accordance with Sections C through G.
  - 5. An employee hired under this section whose employment with the City is terminated within one (1) year of hire date shall repay the City for any vacation time used that would not have been earned at the normal accrual rate and shall not be eligible for vacation benefits for employment termination under Section 3.
  
- J. For employees hired after July 1, 2022, the Board of Control shall have the discretion to apply either of the above sections to them as determined by the Board.

(Ord. 102-20, 203-20, 91-24, 129-24)

**Section 2.**    General practices and definitions.

- A. Employees will not be permitted to work for the City during their vacation periods and receive additional compensation; except an employee who has already taken off work for at least three (3) weeks of vacation in a calendar year may be compensated for additional accumulated and unused vacation if the Department Head is unable to schedule the employee off prior to the end of the year and the vacation would be forfeited.
  
- B. Holiday During Vacation Period. When a City-observed holiday for which an employee is entitled to straight time pay, falls within the scheduled vacation period, he will be given an additional day off with pay or, at the discretion of his supervisor, a day’s pay.
  
- C. Basic Work Week. A basic work week as used in Section 31.09.
  
- D. The vacation period is from the first day of the calendar year through the last day of the calendar year.

(Ord. 79-17, 130-17, 102-20, 203-20, 200-21, 91-24)

**Section 3.**    Vacation Benefits For Employment Termination. An employee who leaves the employ of the City for any reason will receive vacation pay for any vacation they may have been eligible to receive if not already taken at the time of their termination. Employees within their first year of employment with the City of Medina shall not be

eligible for vacation time payout.

(Ord. 79-17, Ord. 91-24)