

# RECORD OF ORDINANCES

Ordinance No. 2021- 12

Passed MAY 24 2021

## AN ORDINANCE AMENDING CHAPTER 240 (EMPLOYEE MANUAL OF PERSONNEL POLICIES AND REGULATIONS) OF THE BALTIMORE CODIFIED ORDINANCES

WHEREAS, the Village desires to amend its Employee Manual of Personnel Policies and Regulations in order to update "Vacation" provisions; and,

WHEREAS, Rules Committee has reviewed the proposed amendment and approves the same;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL  
OF THE VILLAGE OF BALTIMORE, FAIRFIELD COUNTY,  
OHIO, A MAJORITY OF ITS MEMBERS CONCURRING:

SECTION 1: That Chapter 240 of the Baltimore Codified Ordinances, Section 10.5 - Vacation, is hereby amended by substitution. The amended Section 10.5 is attached hereto in its entirety, as Exhibit A.

SECTION 2: This ordinance shall become effective at the earliest time period provided for by law.

  
\_\_\_\_\_  
Brad Nicodemus, Mayor

DATE OF PASSAGE: 5-24-2021

EFFECTIVE DATE: 6-24-2021

ATTEST:   
\_\_\_\_\_  
Brian Bibler, Fiscal Officer

SPONSOR: KELLER

APPROVED AS TO FORM:   
\_\_\_\_\_  
Jeffrey Feyko, Village Solicitor

## 10.5 VACATION

Permanent, full-time employees can earn vacation leave with pay at the rate of:

- 5 days after 1 year of continuous service
- 10 days after 2 years
- 15 days after 5 years
- 16 days after 10 years
- 17 days after 11 years
- 18 days after 12 years
- 19 days after 13 years
- 20 days after 14 years or more

It is preferred that all vacation time be used within a one year period which starts January 1 and ends December 31 of each year. An employee may carry forward up to 80 hours of vacation time from one year to the next which shall be used in its entirety during the next year. This request must be in writing submitted to the Appointing Authority by December 1 of the current year. Any unused vacation time will be paid out to the employee at the end of each year. Vacation time cannot be taken in less than 8 hour increments per day by prior request to the Appointing Authority. Vacation time can be used in lieu of sick leave for illness or injury. If multiple vacation requests are submitted for the same timeframe and it is not possible to approve all of the requests, the Appointing Authority will use seniority as the deciding factor as to which requests are approved.

No employee is eligible for such vacation leave until he has served the Village of Baltimore for twelve (12) continuous months as a permanent full-time employee.

No vacation pay is allowed when an employee is terminated prior to the end of the first year of service. An employee terminated after twelve (12) months service shall be entitled to receive vacation pay at the rate of one (1) week accumulated during the previous calendar year, if not already taken, and for service in the current year on a pro-rata basis.

An employee resigning his position voluntarily shall give a two-week notice of his intention to resign, and shall work throughout this notice period. Failure to do so will jeopardize future re-employment consideration; however, accrued vacation time will be paid in either event.

An employee discharged for cause shall be paid current accrued vacation time at the time that he receives his final pay.

An employee taking retirement benefits is entitled to a full accrued vacation leave and payment shall be made upon receipt of his final paycheck.

In the event of death of an employee, unused vacation leave shall be paid in accordance with Section 2113.04 of the Ohio Revised code, or to his estate.

Vacation leave, for members of each department, is granted on a first come, first served basis. Vacation leave may be requested at the start of each calendar year. In the event of a conflict of dates, seniority of the employees involved will be the determining factor for preference. The Supervisor and Appointing Authority have final determination as to whether the vacation request can be granted.

