

**CITY OF SOUTH LEBANON, OHIO  
ORDINANCE NO. 2021-34**

**AN ORDINANCE AMENDING ORDINANCE 2020-24 REGARDING THE CITY'S  
VACTION POLICY AS DEFINED IN SECTION 6.02 OF THE CITY OF SOUTH  
LEBANON'S PERSONNEL POLICY AND PROCEDURE MANUAL**

**WHEREAS**, with the assistance of human resources consultant Clemans Nelson & Associates, the City (formerly Village) created and the Council approved Ordinance No. 2020-24 on November 5, 2020, placing in effect the City's (formerly Village) Personnel and Policy Procedure Manual for the City's employees; and

**WHEREAS**, Section 6.02 of the City's Personnel and Policy Procedures Manual defines the City's Vacation Policy; and

**WHEREAS**, in accordance with Ohio Revised Code (ORC) § 9.44, the City's Vacation Accrual Policy states that "Full-time employees will only have prior service with the City of South Lebanon counted towards leave accrual"; and

**WHEREAS**, it is the recommendation of City staff that the policy be amended to allow years of service credit to include any prior service/employment with a political subdivision of the State of Ohio for the purposes of vacation accrual; and

**WHEREAS**, it is the recommendation of City staff that the policy be amended to allow for an employee to carry over up to one (1) year's vacation accrual at the end of the calendar year; and

**WHEREAS**, it is the recommendation of City staff that the policy be amended to allow for a maximum of eighty (80) vacation hours to be cashed out at an employee's regular rate of pay on the last payroll date of the calendar year; and

**WHEREAS**, said changes shall become effective January 1, 2022.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:


**Section 1.** That the Council does hereby amend Ordinance No. 2020-24 for the proposed changes to Section 6.02 of the City's Personnel Policy and Procedure Manual, a copy of which is attached hereto and incorporated herein by reference.

**Section 2.** That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

**Section 3.** That it is found and determined that all formal actions of the Council concerning and relating to passing this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this 18<sup>th</sup> day of November, 2021.

Attest:   
Petrina Williams, Fiscal Officer/Clerk

  
James D. Smith, Mayor

Rules Suspended: 11/18 2021 (if applicable)

Effective Date - 12/18 2021

Vote - 5 Yeas

\_\_\_ Nays

First Reading - / /2021

Effective Date - / /2021

Second Reading - / /2021

Third Reading - / /2021

Vote - \_\_\_ Yeas

\_\_\_ Nays

Prepared by and approved as to form:

ANDREW P. MEIER  
CITY SOLICITOR  
SOUTH LEBANON, OHIO

By:   
Date: 12/2 /2021

**VACATION****SECTION 6.02**

All full-time employees of the City shall be allowed to accrue paid vacation time. Years of service shall determine the number of vacation hours each employee will accrue annually. The number of hours accrued per year and the accrual rate per pay will be in accordance with the following schedule.

Years of Service	Annual Vacation Hours	Accrual Rate Per Pay Period
0 to 6 years of service	80	3.08
7 to 14 years of service	120	4.62
15 to 19 years of service	160	6.15
20 years of service and beyond	200	7.69

\* On the 7<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> anniversary of employment, an employee is credited with one (1) additional week of vacation. Vacation begins to accrue at the higher rate after the 7<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> anniversary dates.

Vacation time may not be taken until an employee completes six (6) months of employment with the City.

“Years of Service” for full-time employees, except OPERS and OPFPF retirees, includes any prior service/employment by a political subdivision of the State of Ohio during which the employee was eligible to accumulate vacation time. An employee who has retired under OPERS, OPFPF, or any other state retirement plan shall not have any prior service with the City of South Lebanon, the state, or any political subdivision thereof counted for computing vacation leave. A new or current employee with prior service with another political subdivision of the State of Ohio must provide proof of such employment to the Fiscal Officer to include such employment in the employee’s prior service time.

Vacation requests are granted on a "first come, first served" basis. The decision to grant or deny a vacation request shall be made by the department head and shall be based upon operational concerns and considerations.

An employee may carry over up to one (1) year’s vacation accrual at the end of the calendar year. Any employee with accrued vacation hours shall have the option of cashing out a maximum of eighty (80) hours for pay at their regular rate of pay on the last payroll date of the calendar year. A written request must be given to the Fiscal Officer no later than December 1<sup>st</sup> for vacation time be paid out.

Vacation leave is earned during the time an employee is in active pay status. No vacation time is earned when the employee is in an unpaid status, nor is additional vacation time earned through the working of overtime.

Upon resignation from employment with the City, employees who give at least two weeks’ notice prior to leaving shall be entitled to compensation at their current rate of pay for any earned but unused vacation to the employee’s credit at the time of separation. If an employee terminates employment with the City within the employee’s first six months of employment, the employee will not be entitled to receive the vacation leave that has accrued.