**4.4.1 Vacation Leave**

**~~Deletions/changes are struck through.~~ *New language is italicized.***

Vacation with pay is ~~granted to all~~ *accrued by* regular full-time, regular part-time, and part-time employees.

A new employee who has service credit with the State of Ohio or any political subdivision of the State (i.e., township, municipality, library, school district, health district, etc.) may use prior service credit for the purpose of computing vacation leave.  Employees must submit a service credit statement to certify eligible years of service.  Employees who have retired from a state-offered retirement plan are not entitled to have prior service counted for the purposes of computing vacation leave.

With prior approval of the Executive Director ~~and the Chief Fiscal Officer~~, an employee may “borrow” against vacation expected to be ~~earned~~ *accrued* during the current calendar year, provided such “borrowing” is not in excess of the total vacation for which the employee is eligible to earn in that calendar year.  In no case may an employee “borrow” against vacation to be earned in a succeeding calendar year.

An employee who has “borrowed” vacation time and who leaves employment with a deficit of earned vacation time will reimburse CRCPL for the difference of the value between the vacation time used and the vacation time actually earned by the employee at the date of the employee’s separation from service by deduction from the employee’s ~~last~~ paycheck*s*.

*Eligible employees accrue pro-rated hours based on their regular weekly schedule. Half-hour increments are rounded to the next whole hour. In the event that a regular full-time employee has a pre-approved reduced schedule, their usual accrual rate will be prorated proportionally.*

Vacation leave accrues at the following rates:

(see separate pdf)