

BENEFITS:

Sick Leave accumulates at a rate of .0575 hours for each hour worked in active pay status up to a maximum accumulation of 120 hours per year. Employees may accumulate and carry over all sick leave accrued with no limits. Full-time salaried employees shall accrue sick leave based on a 40 hour work week.

Vacation leave is credited each biweekly pay period for all hours in active pay status, except overtime hours worked, which hours shall not be counted for vacation accrual purposes. Employees are eligible to use vacation leave after 6 months of employment. Accrual rates as follows:

Date of hire up to six (6) months of public service: 0 hours vacation

Six (6) months to one (1) year of service completed: .01923 hours of paid vacation leave earned for each hour in active pay status. Maximum accumulation = 40 hours (5 days' vacation).

One (1) or more years of service completed: .03846 hours of paid vacation leave earned for each hour in active pay status. Maximum accumulation per year = 80 hours (10 days' vacation).

Five (5) or more years of service completed: .05769 hours of paid vacation leave earned for each hour in active pay status. Maximum accumulation per year = 120 hours (15 days' vacation).

Ten (10) or more years of service completed: .07692 hours of paid vacation leave earned for each hour in active pay status. Maximum accumulation per year = 160 hours (20 days' vacation).

Fifteen (15) or more years of service completed: .09615 hours of paid vacation leave earned for each hour in active pay status. Maximum accumulation per year = 200 hours (25 days' vacation).

Twenty (20) or more years of service completed: .11538 hours of paid vacation leave earned for each hour in active pay status. Maximum accumulation per year = 240 hours (30 days' vacation).

Vacation leave is credited each biweekly pay period for all hours in active pay status, except overtime hours worked, which hours shall not be counted for vacation accrual purposes. In no event shall such awarded vacation time exceed the number of hours the employee typically works in a normal workweek.

Any service with the State of Ohio or any of its political subdivisions counts toward the number of years of service in determining the amount of vacation to which an employee is entitled. Time spent on previous authorized leaves of absence (including military leave) also counts. However, no vacation is earned while an employee is on authorized or unauthorized leave without pay.

An employee with at least one (1) year of service is entitled to payment for any earned but unused vacation to his/her credit at the time he/she resigns from County service up to the maximum hours accrued and authorized for carryover as explained in paragraph 5 of this section. Payment for earned but unused vacation will not be made if resignation occurs prior to one (1) year of service.

Vacation schedules are subject to the approval of the appropriate Appointing Authority. Vacation leave may not be taken for more than two (2) calendar weeks at a time. Requests for leave of one (1) day or less must be requested at least 24 hours in advance. Requests for leave of more than one (1) day must be made at least one (1) week in advance.

Employees are expected to use accrued vacation leave each year prior to the employee's next anniversary date. However, upon the written approval of the Appointing Authority, an employee may carry over earned vacation leave for a period not to exceed three (3) years from the employee's anniversary date. Vacation credit in excess of three (3) years will be eliminated. Employees desiring to request to carryover vacation must submit a written request to do so prior to the end of their current anniversary year of service.

Part-time employees are eligible to use their accrued vacation leave, and shall accrue on a pro-rated basis as it relates to their normal hours of business.

Paid Holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day
Juneteenth	

Health Insurance - employee contribution amount deducted twice monthly from paycheck:

Core Plan:	Single \$30.50 x 2 = \$61/month
	Family \$66.00 x 2 = \$132/month

Enhanced Plan:	Single \$51.50 x 2 = \$103/month
	Family \$112.50 x 2 = \$225/month

HSA Plan:	Single \$41.00 x 2 = \$82/month
	Family \$89.00 x 2 = \$178/month

Bereavement Leave

All employees may, upon approval of the Appointing Authority or Department Head, shall be granted up to a total of three (3) days of bereavement leave upon the death of an immediate family member. An additional five (5) days of the employee's accrued sick leave may also be used in addition to the three (3) days of bereavement leave if approved by the Appointing Authority or Department Head.

Life Insurance benefit of \$15,000 for employee is paid by County. Optional additional life insurance is available for member and spouse at employee's expense through payroll deduction.

Dental and Vision Insurance

Available at employee's expense through payroll deduction.