

ORDINANCE O-2019-11

AN ORDINANCE AMENDING SECTION 155.02 VACATIONS

WHEREAS, the Personnel, Safety and Rules Committee of the Council has determined that revisions to Windham Codified Ordinance 155.02 are needed; and

WHEREAS, upon review, the Council has determined that the revisions to the Windham Codified Ordinances as are set forth in Exhibit A hereto are appropriate and should be enacted.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Windham, County of Portage, State of Ohio that the majority of its members thereto concurring that:

Section One: Chapter 155.02 of the Windham Codified Ordinances is hereby repealed.

Section Two: The provisions set forth and shown in Chapter 155.02 of the Windham Codified Ordinances as are shown on the attached Exhibit "A" are hereby enacted.

Section Three: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

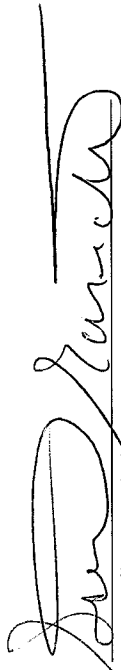
Passed in Council: First Reading: June 25, 2019
Second Reading: July 30, 2019
Third Reading: August 27, 2019

Vote of Council: Ayes: 5
Nays: 1


ATTEST:


Fiscal Officer, Cheree M. Taylor

APPROVED:


Scott Garrett, Mayor

APPROVED AS TO FORM:


Village Solicitor, Thomas Reitz

155.02 VACATIONS.

- (a) All employees of the Village, as of the anniversary of their employment each year shall be entitled to vacations at their usual rate of pay as follows:
- (1) Full time employees who have been employed at least one, and less than two years will receive one week's vacation per year; employees employed at least two and less than five years will receive two weeks vacation per year; employees who have been employed at least five and less than fifteen years will receive three weeks vacation per year; employees who have been employed fifteen years or more will receive four weeks vacation per year.
 - (2) Part time employees who have been employed at least one year will receive one week's vacation per year, regardless of the number of subsequent years of employment with the Village.
 - (3) Each employee shall receive a week of vacation that is equal to the employees regular work week. For example, an employee who regularly works 40 hours per week will receive 40 hours of pay for the vacation week; an employee who regularly works 35 hours per week will receive 35 hours of pay for the vacation week; an employee who regularly works 30 hours per week will receive 30 hours of pay for the vacation week, and so on.
 - (4) The amount of vacation time off and vacation pay shall apply equally to salaried and hourly employees.
- (b) All employees shall take their vacation within the following time periods:
- (1) Annual vacations shall be taken within a one year period commencing on the anniversary date of the employee and ending on the succeeding anniversary date of the employee. Vacation time shall not be cumulative beyond one paid week (at the rate established in Section 155.02(a)(2) above) from year to year. Vacation time beyond one week (at the rate established in Section 155.02(a)(2) above) not taken within the time frame set forth in this section is forfeited without substitute compensation.
 - (2) Notwithstanding the above provision, upon a showing of unusual circumstances and advance approval by the Personnel Committee of the Village Council, an employee may have the time period within which vacation must be taken extended for a period of up to two weeks. No other extension of the period within which vacation must be taken is permitted.
- (c) Vacations shall be taken only at such time or times as approved by the department head. The employee must request vacation time off a minimum of eight (8) hours before the start of said time off. The request form must include the employee's signature, department head signature and the signatures of any elected official of the Village of Windham.