

**AMELIA VILLAGE, OHIO**  
**Ordinance No.: O-2013-54**

**AN ORDINANCE AMENDING O-2012-50 AND O-2013-07, TO AMEND SECTION 602,  
VACATIONS, OF THE PERSONNEL POLICY MANUAL AND DECLARING AN  
EMERGENCY.**

**WHEREAS**, on December 11, 2012 the Amelia Village Council enacted Ordinance O-2012-50, adopting a new Amelia Village Personnel Policy Manual; and

**WHEREAS**, Village Council determines that it is in the best interest of the Village to allow employees to be paid for unused vacation time, so an employee does not lose this benefit;

**NOW, THEREFORE**, be it ordained by Council of Amelia Village, Ohio that:

**SECTION I.** Village Council hereby repeals existing Section 602, Vacations, of the Amelia Village Personnel Policy Manual.

**SECTION II.** Village Council hereby adopts the following Section 602, Vacations, as part of the Amelia Village Personnel Policy Manual:

**SECTION 602: VACATIONS**

It is the policy of the Amelia Village that all full-time employees accrue vacation in the following manner:

- |   |                            |                                |
|---|----------------------------|--------------------------------|
| • | Continuous Service         | Vacation Time                  |
| • | Up to One Year             | Forty (40) hours               |
| • | Two to Four Years          | Eighty (80) hours              |
| • | Five to Fourteen Years     | One hundred twenty (120) hours |
| • | Fifteen to Twenty Years    | One hundred sixty (160) hours  |
| • | Twenty one years and above | Two hundred (200) hours        |

All vacation leave accrual will be based on the employment anniversary date. For example, if an employee is hired on August 1, he or she shall reach the one-year continuous service status on July 31 of the following year. Full-time employees shall accrue vacation beginning at their start date, but are not eligible to take vacation until reaching one year of full-time continuous service status.

Vacation may be taken in one (1) hour increments if desired. Vacation must be approved in advance by the department head and/or Mayor. The Village reserves the right to deny vacation leave requests, to revise previously-approved vacation leave requests, and to limit the number of vacations days taken consecutively by employees in cases where the utilization of vacation leave would adversely affect the efficiency and delivery of services to Village residents.

An employee may choose to receive compensation for a maximum of 40 hours of accrued vacation time each year. Compensation payments in lieu of vacation must be made by written request, to the Mayor, by December 1<sup>st</sup> of each year. This compensation shall occur on the last payday of the year. There shall be no advances of vacation leave. Employees may also choose to carry over to the next year a maximum of 40 hours of vacation leave.

Sick days cannot be exchanged for vacation days. The effect of this is that employees are not able to extend their paid vacation beyond what the vacation policy stipulates by using sick time.

~~It is the policy of Amelia Village that employees cannot take their vacation pay and remain on the regular payroll for the purpose of receiving a double paycheck.~~

Paid time off for vacation shall be counted as hours worked for the purpose of determining whether overtime pay is owed.

Upon voluntary termination of employment or retirement, employees who have provided at least two weeks' notice of their departure and who have returned all issued uniforms and equipment in a condition acceptable to the Village, shall be paid for all unused, accrued vacation time at the employee's regular rate of pay at the time of termination of employment. However, if the Village, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

In the event of an employee's death, payment for earned, but unused vacation leave accrued to the employee's credit and carried over from prior years shall be paid to the employee's beneficiary as previously designated by the employee in writing. If there is not official designation of beneficiary the payment shall be made to the employee's estate upon application by the executor of the estate.

**SECTION III.** This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare of Amelia Village and its inhabitants. The reason for the emergency is the need to immediately enact these revisions to the Personnel Policy Manual, in order to continue the efficient operation of the Village. Therefore, provided this emergency clause receives the affirmative of two-thirds of all members of Council this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise from and after the earliest period allowed by law.

**SECTION IV.** Council hereby finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

DERRICK CAMPBELL moved to suspend the rules requiring three readings on three separate dates.

CHRIS DICKERSON seconded the motion.

	YEA	NAY
Derrick Campbell.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Krafka.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DERRICK CAMPBELL moved for the adoption of the ordinance.

CHRIS DICKERSON seconded the motion.

	YEA	NAY
Derrick Campbell.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Krafka.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DERRICK CAMPBELL moved for the approval of the emergency clause.

CHRIS DICKERSON seconded the motion for the approval of the emergency clause.

	YEA	NAY
Derrick Campbell.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Krafka.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Adopted on November 12, 2013.**

  
Kevin Pyle, Fiscal Officer

  
Todd Hart, Mayor

\*\*New language is underscored; language to be deleted is shown as ~~stricken~~.