

VACATION POLICY

Applicability: This policy applies to all Oak Hill employees.

I. Union Employees

Vacation time is accrued at the end of each completed calendar month worked at a rate of 11/12 day per month. (For part-time employees, it is pro-rated to your regular schedule.) Part-time employees' vacation accrual rate is recalculated every January 1 (see Union Contract for specifics).

At the completion of five years of continuous service, accrual increases to 1- $\frac{1}{4}$ days per month. At the completion of ten years of continuous service, accrual increases to 1 $\frac{4}{10}$ days per month. At the completion of fifteen years of continuous service, accrual increases to 1 $\frac{2}{3}$ days per month.

Vacation leave will not be credited to your vacation bank during your Initial Review Period. Upon successful completion of your probation, your vacation bank will be credited with the appropriate amount retroactive to your first full month of service. A maximum of 40 days vacation may be accrued.

See the Union Contract for additional specifics concerning vacation time.

II. Non-Union Employees

Non-union employees accrue vacation for each completed calendar month of service. Vacation time is credited to each employee's vacation bank after successful completion of the Initial Review Period retroactive to the first full month of service, and at the beginning of each fiscal year (July 1).

The amount of vacation is based upon the position you hold. Employees in the following job classes receive 3 weeks of vacation per year for the first 5 years of service, then 4 weeks of vacation per year after 5 years of service:

- Accounts Payable Clerk
- Accounts Receivable Specialist
- Administrative Assistant
- Assistant Purchasing Manager/Operations
- Assistant Technician/Driver
- Benefits Clerk/HR Technology Specialist
- Benefits Specialist
- Day Program Manager
- Gift Processing Specialist
- Group Home Manager
- Group Home Nurse Coordinator

Human Resources Assistant
Human Resources Support Clerk
Information & Resource Clerk
Job Coordinator
Licensed Practical Nurse
Life Skills Counselor
Maintenance Mechanic
Operations Assistant
Operations Helper
Operations Support Specialist
Payroll Clerk
Receptionist
Recreation Aide (Deaf/Blind Program)
Recreation Counselor
Scheduler
Senior Accounting Clerk
Senior Accounts Payable Clerk
Staff RN
Supportive Employment Manager
Timekeeper
Transportation & Program Assistant
Work Skills Counselor

All other non-union employees receive 4 weeks of vacation per year.

Residential program technicians' accrual is earned and provided monthly at a rate of 11/12 day a month until five years of service; 1¼ days a month after 5 years of service; and 1 2/3 day a month after 15 years of service.

Part-time employees' accrual rates are prorated to regularly scheduled hours.

Vacation time may be carried over from one fiscal year to the next, but the carryover is limited to 20 days (25 days for employees earning 3 weeks per year).

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