

**CITY OF HAMILTON, OHIO**

No. 322

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 12-4-2020

Supersedes No. 322 dated 05/24/91, 12/01/10, 4/8/16

Approved by: Joshua A. Smith,  
City Manager

SUBJECT: VACATION LEAVE CARRYOVER

REFERENCES: C.O. 181.01. Vacation Leave

PURPOSE: To provide for the uniform application of Ordinance provisions affecting the carryover of vacation leave for eligible employees not covered by a collective bargaining agreement.

**1. Policy.**

- a. Employees may carry over a maximum of forty (40) hours of unused vacation leave from year to year. As of the close of business on December 31 each year, any unused vacation leave in excess of forty (40) hours and all unused floating holiday leave hours shall be removed from an employee's credit. An employee may carry over any amount up to a maximum of forty (40) hours of vacation leave without a need for approval. Vacation leave carryover in excess of forty (40) hours may be approved by the City Manager to be carried forward into the following calendar year in the following instances which have precluded normal usage of vacation and floating holiday leave:
  - i. Non-recurring projects;
  - ii. Staff shortages;
  - iii. A result of illness;
  - iv. A result of vacancies or other exceptional work schedule demands
- b. No carryover in excess of forty (40) hours shall be approved by the City Manager without the approval and recommendation of the employee's Appointing Authority.

**2. Implementing Procedures.**

- a. Employee vacation leave records must be maintained within the work unit by the Appointing Authority or his or her agent.
- b. For the purposes of vacation leave, the employee's record of accrual shall be measured commencing on January 1 and terminating on December 31 of the same calendar year.
- c. Each Appointing Authority will ensure that all possible vacation leave is scheduled prior to December 1 annually.
- d. When submitting a request to carryover vacation leave in excess of forty (40) hours, a detailed description explaining the reason(s) for the request to carryover vacation leave must be included on the **Vacation Leave Carryover Form**. Such a request will only be considered by the City Manager if it includes the Appointing Authority's written recommendation and approval, and will only be approved upon demonstration that the criterion set forth in Section 1(a) has been documented.
- e. In no event shall any amount in excess of a total of eighty (80) vacation leave hours be permitted to be carried over.
- f. Leave that is carried over **must** be taken by March 31 of the following year. Any carried over leave left unused on March 31 will be removed from the employee's balance.
- g. Approval of any carry over in excess of forty (40) hours is at the sole discretion of the City Manager.

- h. Requests to carry over vacation leave in excess of forty (40) hours must be submitted to the City Manager for approval no later than December 17<sup>th</sup> of each year.