

CITY OF HAMILTON, OHIO

No. 322

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-8-16

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

Approved by: Joshua A. Smith,
City Manager

SUBJECT: VACATION AND FLOATING HOLIDAY LEAVE CARRYOVER

REFERENCES: C.O. 181.01. Vacation Leave; C.O. 181.27. Holiday Leave

PURPOSE: To provide for the uniform application of Ordinance provisions affecting the carryover of vacation and floating holiday leave for eligible employees.

1. Policy.

- a. As a matter of course, any unused vacation leave and floating holiday leave hours accumulated during each calendar year shall be removed from an employee's credit. Vacation and floating holiday leave carryover 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 shall be approved by the City Manager without the approval and recommendation of the employee's Appointing Authority.

2. Implementing Procedures.

- a. Employee vacation and floating holiday 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 and floating holiday 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 and floating holiday leave is scheduled prior to December 1 annually.
- d. When submitting a request to carryover vacation leave or floating holiday leave, a detailed description explaining the reason(s) for the request to carryover vacation leave and/or floating holiday leave must be included on the **Vacation Leave & Floating Holiday 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. A combined total of 40 leave hours (Vacation and Floating Holiday) is allowed for carry over.
- f. Leave that is carried over **must** be taken by March 31 of the following year.
- g. Approval is at the sole discretion of the City Manager.