Legacy Vacation Rules

Effective with the Career Roadmap Implementation

The purpose of this document is to provide information regarding vacation accrual and maximum carryover for staff who will transition to a different job family at the time of the Career Roadmap implementation. The intent of these legacy vacation rules is to prevent a loss in vacation accrual and/or maximum carryover due to Career Roadmap.

- Eligible Ohio State employees accumulate vacation hours every pay period, and the hours accumulated, known as vacation accrual, can be saved for future use.
- Different job families – Classified Civil Service, unclassified Administrative & Professional (A&P) and unclassified Senior A&P – could accrue vacation at different rates depending on years of service. In addition, vacation carryover provisions are different between CCS and unclassified employees.
- The Office of Human Resources is applying legacy vacation rules as a supplement to Paid Time Off Policy 6.27 for existing staff changing job families at Career Roadmap implementation to prevent a loss in vacation accrual and/or maximum carryover immediately following these transitions. [see following tables for details]

Implementation of Career Roadmap will have two effective dates:

- November 1, 2022, for staff paid monthly.
- November 6, 2022, for staff paid biweekly or those changing from biweekly to monthly.

Those eligible for the legacy vacation rules at Career Roadmap implementation must meet all criteria:

- Staff who are active employees as of October 31, 2022.
- Staff whose pre- and post-implementation positions are eligible for vacation.
- Staff who would experience less vacation accrual or carryover when transitioning to a different job family at Career Roadmap implementation.

When Vacation Legacy Rules Are Applied

<table>
<thead>
<tr>
<th>Employee job family PRIOR to Career Roadmap</th>
<th>Employee job family AFTER Career Roadmap</th>
<th>Legacy Exceptions for Vacation Accrual / Balance Carryover (when eligible for vacation) *</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P</td>
<td>CCS</td>
<td>Employee will receive legacy A&amp;P accrual rate at Career Roadmap implementation based on years of service. Annual vacation balance carryover will follow CCS limit, which equals the combined amount of the employee’s previous three years.</td>
</tr>
<tr>
<td>Senior A&amp;P</td>
<td>A&amp;P</td>
<td>Employee will maintain Senior A&amp;P vacation accrual rate as a legacy benefit at Career Roadmap implementation.</td>
</tr>
<tr>
<td>Senior A&amp;P</td>
<td>CCS</td>
<td>Employee will maintain Senior A&amp;P vacation accrual rate as a legacy benefit at Career Roadmap implementation.</td>
</tr>
</tbody>
</table>

* See hr.osu.edu/benefits/eligibility to determine eligibility for paid time off.

Related Resources
- Paid Time Off Policy 6.27
- FAQs on Career Roadmap
- Classified Civil Service Rules
- Fair Labor Standards Act
## Removing Vacation Legacy Rules When Years of Service Equalize Vacation or Leaving the University

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee reaches 10 years of service based on the Time Off Service Date.</td>
<td>Legacy rules are retained for employees who transitioned to CCS from A&amp;P or Senior A&amp;P at Career Roadmap implementation. Senior A&amp;P legacy rules are removed for employees who transitioned to A&amp;P from Senior A&amp;P at Career Roadmap implementation. After 10 years of service, A&amp;P and Senior A&amp;P vacation accrual is the same, and the legacy rules are no longer relevant.</td>
</tr>
</tbody>
</table>
| Employee reaches 24 years of service based on the Time Off Service Date. | Legacy rules are removed for employees who transitioned to CCS from A&P or Senior A&P at Career Roadmap implementation. After 24 years of service, classified and unclassified employees have the same vacation accrual. [This scenario is not applicable to Senior A&P legacy exceptions.]

Employee leaves the university (reduction in force, termination, retirement, etc.). Legacy status removed. Vacation balance paid out per [Paid Time Off Policy 6.27](#).

## Removing Legacy Vacation Rules Due to Promotions, Lateral Moves, Demotions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
</tr>
</thead>
</table>
| Employee is **promoted** through voluntarily applying for a new position that results in a change of job family. | Legacy rules are removed. Examples:  
  - Promoted from a CCS title to an unclassified title  
  - Promoted from an unclassified title to a CCS title                                                                                       |
| Employee has **lateral** move through voluntarily applying for a new position that results in a change of job family. | Legacy rules are removed. Examples:  
  - Lateral transfer from a CCS title to an unclassified title  
  - Lateral transfer from an unclassified title to a CCS title                                                                                    |
| Employee transitions to a position that is not eligible for vacation.    | Legacy status removed. Vacation balance paid out per [Paid Time Off Policy 6.27](#).                                                                                                             |
| Employee is **demoted** through a reclassification or voluntarily applying for a new position. | Legacy rules are removed. Examples:  
  - Reclassification-demotion from a CCS title to CCS title  
  - Reclassification-demotion from a CCS title to an unclassified title  
  - Reclassification-demotion from an unclassified title to a different unclassified title  
  - Reclassification-demotion from an unclassified title to a CCS title  
  - Reclassification-demotion from a CCS title to another CCS title.  
  - Reclassification-demotion from a CCS title to an unclassified title  
  - Reclassification-demotion from an unclassified title to a different unclassified title  
  - Reclassification-demotion from an unclassified title to a CCS title                                                                 |

[Paid Time Off Policy 6.27](#)