

# Legacy Vacation Rules

Updated April 21, 2022

## 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

Employee job family PRIOR to Career Roadmap	Employee job family AFTER Career Roadmap	Legacy Exceptions for Vacation Accrual / Balance Carryover (when eligible for vacation) *
A&P	CCS	Employee will receive legacy A&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.
Senior A&P	A&P	Employee will maintain Senior A&P vacation accrual rate as a legacy benefit at Career Roadmap implementation.
Senior A&P	CCS	Employee will maintain Senior A&P vacation accrual rate as a legacy benefit at Career Roadmap implementation.

### Related Resources

- [Paid Time Off Policy 6.27](#)
- [FAQs on Career Roadmap](#)
- [Classified Civil Service Rules](#)
- [Fair Labor Standards Act](#)

\* See [hr.osu.edu/benefits/eligibility](http://hr.osu.edu/benefits/eligibility) to determine eligibility for paid time off.

## Removing Vacation Legacy Rules When Years of Service Equalize Vacation or Leaving the University

Scenario	Result
Employee reaches 10 years of service based on the Time Off Service Date.	<p>Legacy rules are retained for employees who transitioned to CCS from A&amp;P or Senior A&amp;P at Career Roadmap implementation.</p> <p>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.</p>
Employee reaches 24 years of service based on the Time Off Service Date.	<p>Legacy rules are removed for employees who transitioned to CCS from A&amp;P or Senior A&amp;P at Career Roadmap implementation. After 24 years of service, classified and unclassified employees have the same vacation accrual.</p> <p>[This scenario is not applicable to Senior A&amp;P legacy exceptions.]</p>
Employee leaves the university (reduction in force, termination, retirement, etc.).	Legacy status removed. Vacation balance paid out per <a href="#">Paid Time Off Policy 6.27</a>

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

Scenario	Result
Employee is <b>promoted</b> through voluntarily applying for a new position that results in a change of job family.	<p>Legacy rules are removed. Examples:</p> <ul style="list-style-type: none"> <li>• Promoted from a CCS title to an unclassified title</li> <li>• Promoted from an unclassified title to a CCS title</li> </ul>
Employee has <b>lateral</b> move through voluntarily applying for a new position that results in a change of job family.	<p>Legacy rules are removed. Examples:</p> <ul style="list-style-type: none"> <li>• Lateral transfer from a CCS title to an unclassified title</li> <li>• Lateral transfer from an unclassified title to a CCS title</li> </ul>
Employee transitions to a position that is not eligible for vacation.	Legacy status removed. Vacation balance paid out per <a href="#">Paid Time Off Policy 6.27</a>
Employee is <b>demoted</b> through a reclassification or voluntarily applying for a new position.	<p>Legacy rules are removed. Examples:</p> <ul style="list-style-type: none"> <li>• Reclassification-demotion from a CCS title to CCS title</li> <li>• Reclassification-demotion from a CCS title to an unclassified title</li> <li>• Reclassification-demotion from an unclassified title to a different unclassified title</li> <li>• Reclassification-demotion from an unclassified title to a CCS title</li> <li>• Reclassification-demotion from a CCS title to another CCS title.</li> <li>• Reclassification-demotion from a CCS title to an unclassified title</li> <li>• Reclassification-demotion from an unclassified title to a different unclassified title</li> <li>• Reclassification-demotion from an unclassified title to a CCS title</li> </ul>