

10-22-54

## OHIO TURNPIKE COMMISSION

Resolution No. 153-1954 Amending Article VI, Section 3, of  
the Commission's Code of Bylaws*Revised*

WHEREAS the Commission deems it in the interest of greater efficiency in the functioning of the work of its staff to amend the code of bylaws, adopted by resolution No. 301-1953 and amended by resolution No. 4-1954, with respect to vacations:

NOW, THEREFORE, BE IT

RESOLVED that section 3 of article VI be and the same hereby is rescinded and the following section 3 is hereby substituted therefor:

Sec. 3. Vacations. Vacation leaves, with full pay, will be granted as follows:

Sec. 3.1. In order to minimize interference with the normal functioning of all departments, each employee's annual vacation leave shall be taken at such time or times as shall be designated or approved by his department head.

Sec. 3.2. Salaried employees who have been continuously employed by the commission 12 full months or more shall qualify on January first of each succeeding year for two calendar weeks vacation with pay during the ensuing year.

Sec. 3.3. A salaried employee shall qualify for his first annual vacation on May 15 of the calendar year immediately following the year of his employment by the commission or at the expiration of his first 12 full months of continuous employment, whichever is the earlier. In the case of each salaried employee whose current period of continuous employment shall have commenced after May 15 of the preceding year, the number of work days of paid vacation shall be as follows:

<u>Began After Preceding</u>	<u>And Before Preceding</u>	<u>Work Days of Paid Vacation</u>
May 18	June 24	9
June 23	July 30	8
July 29	September 3	7
September 2	October 9	6
October 8	November 14	5
November 13	December 19	4
December 18	January 24	3
January 23	March 1	2
Last day of February	April 5	1
April 4		0

Sec. 3.4. Each employee working on an hourly basis (hereinafter designated "hourly rated employee") shall qualify on January first of each year for vacation with pay during the ensuing year. Such employee shall be entitled to one work day of leave for each two hundred and eight hours of actual work and of paid leave taken during the preceding calendar year. The payment for each such work day of leave shall be computed by multiplying by eight the straight-time hourly rate paid the employee for the pay period immediately preceding his vacation.

Sec. 3.5. Any employee, whether he be salaried or hourly rated, who is entitled to one, two, three, or four work days of paid-vacation leave in any year may be permitted, by his department head, to take enough additional work days of leave without pay to make a total of five. Any such employee who is entitled to six, seven, eight, or nine work days of paid-vacation leave in any year may be permitted, by his department head, to take enough additional work days of leave without pay to make a total of ten.

Sec. 3.6. When a day observed as a holiday (as provided in this code of by-laws) falls on a work day during an employee's paid-vacation-leave period, he shall be entitled to an additional work day of such leave, either at the beginning or end of such period, as his department head shall prescribe, unless such employee would, under the terms of his contract of employment were he not then on vacation, have been required to work on said holiday in the regularly scheduled course of his employment, in which event he shall not be entitled to such additional leave.

Sec. 3.7. If at the date of termination of any period of continuous employment of any salaried employee he shall have had less than one work day of paid vacation during such period for each one and one-fifth month of such period, he shall be given terminal pay in lieu of vacation, at the rate of one work-day's pay for each one and one-fifth month for which he shall not have had a work day of vacation. If at the date of termination of any period of continuous employment of any hourly rated employee he shall have had less than one work day of paid vacation during such period for each two hundred and eight hours of actual work and of paid leave taken during such period, he shall be given terminal pay in lieu of vacation, at the rate of one eight-hour work-day's pay for each two hundred and eight hours of such work and leave for which he shall not have had a work day of vacation. One work-day's pay, in the case of a salaried employee, shall be 4.61% of his monthly salary, and in the case of an hourly rated employee, shall be for an eight-hour day. For the purpose of determining the terminal pay of a salaried employee, a fractional day of one-half or greater shall be considered one full day and a fractional day of less than one-half shall be disregarded.

Copy hereof furnished 10/23/54 to all department heads, namely: executive director, executive assistant, personnel director, chief engineer, general counsel, comptroller, information director, chief ROW, chief, reproduction section, purchasing agent, and chief, headquarters-maintenance section.