

3341-5-6 Staff Company Seniority Date and Vacation Benefits Service Date.

Applicability	Classified Staff
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

(A) Policy Purpose and Statement

To define the two dates used in the system for the purpose of calculating staff awards and determining the years of service used in awarding classified staff vacation accruals.

(B) Policy**(1) Vacation Benefits**

Service Date: is used for the purpose of determining years of service for full time and/or part time classified staff vacation accruals. A year of service is defined as non- student active employment with any agency or subdivision of Ohio. Time spent on authorized leave of absence (twelve months or less) followed by reinstatement is counted. Time spent in the military service or the Ohio National Guard prior to becoming a public employee is also counted.

Hours worked at BGSU as an intermittent employee, administrative staff time, a non-student letter of appointment (NLSA) and/or someone who worked as a faculty member shall be identified as active employment with an agency or subdivision of Ohio and counted for years/hours of service for the purpose of vacation accruals, when successfully hired into a full time and/or part time classified staff position eligible for vacation accrual.

Hours worked will be converted in service credit hours, days, months and years and reflected on the Benefits Service Date. The Benefit Service Date will be updated in the system at the time of hire into a classified job for which vacation accrual is applicable.

- (2) Company Seniority Date: is used for the purpose of recognizing staff with increments (i.e. 5, 10, 15, etc.) or more years of consecutive service to Bowling Green State University. For all administrative and classified staff member hired on or after July 1, 2005, university service is based on consecutive permanent full-time and part-time employment of each staff member.

- (3) Additional Information:

Employment periods not included in the service awards calculations are:

- (a) Student employee position
- (b) Graduate Assistantship or internship
- (c) Intermittent classified position
- (d) On call classified position
- (e) Non Student Letter of Appointment
- (f) Part time faculty appointment (includes fall, spring, and summer semesters)
- (g) Other temporary positions

Any breaks in service and rehire in permanent positions will result in years of service starting on the first day of rehire back to the institution. Also, transferring between accruing classes does not affect service time (e.g. moving from administrative to classified position. For all administrative and classified staff members hired prior to July 1, 2005, the Office of Human Resources will consider the inclusion of prior temporary service time to BGSU as well as periods of employment to the institution that are separated (e.g. rehire)

Registered Date: March 17, 2015