



## Medina County Policy Manual

Policy: <b>Employment with Prior Service</b>	Section:	Number: <b>2.085</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 2</b>

ORC 9.44, 325.19

### A. Re-employment with Medina County

1. A former Medina County employee returning to employment with the County within ten (10) years of their separation from public service, inclusive of time with the State of Ohio, a city, township, county, state university, or any political subdivision of the state, will be credited with any previously accumulated but unused sick leave at the time of re-employment.
2. An employee who terminated their Medina County employment after serving at least one (1) full year with the County and is eligible for vacation upon being rehired is **only** entitled to have their prior service time with the County, or any service time with the State of Ohio, a city, township, county, state university, or any political subdivision of the state, credited for purposes of computing their vacation accrual factor, i.e. the amount of vacation earned per pay period.
3. An individual who returns to county employment with over one year of prior county service is entitled to begin accruing vacation benefits at the rate set forth in the County's Vacation policy, 5.045 C., immediately upon re-employment. The employee is also entitled to use such leave at any time during the year in which it accrues. (AG Opinion 82-064)

### B. Service with Other Political Subdivisions for Purposes of Vacation and Sick Leave Credit

1. New appointees shall provide written documentation to the Human Resources Department on their former public employer's official letterhead to include dates of service, status of service (e.g. full-time or part-time), if the employee was eligible for vacation, and any remaining sick leave balance. This includes time with the State of Ohio, a city, township, county, state university, or any political subdivision of the state, etc.
2. Employees will be credited with prior service time once verification of that service time has been received from previous qualified public employers. Vacation leave accrual rates will be recalculated after receipt of verification of prior service time as follows:

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- a. Vacation accrual rates will be re-calculated from the first date of employment if the request for verification from prior qualified employers was made within the first year of employment with Medina County; or,
  - b. Vacation will be recalculated from the date the request was made after the employee has been employed more than one (1) year with Medina County. One year will be considered as the completion of twenty-six consecutive pay periods commencing with the pay period in which the hire date of the employee falls.
  - c. The affected accrual rate will be adjusted by Human Resources upon receipt of written documentation and will be made available to the employee upon request.
  - d. An individual who returns to county employment with over one year of prior county service is entitled to begin accruing vacation benefits at the rate set forth in the County's Vacation policy, 5.045 C., immediately upon re-employment. The employee is also entitled to use such leave at any time during the year in which it accrues. (AG Opinion 82-064).
  - e. An individual employed with the county within ten (10) years of their separation from public service. i.e. time with the State of Ohio, a city, township, county, state university, or any political subdivision of the state, will be credited with any previously accumulated but unused sick leave at the time of re-employment.
- C. An employee retired in accordance with the provisions of any retirement plan offered by the state and who is re-employed by the county shall not have prior service with the state or any political subdivision of the state counted for the purpose of computing vacation leave. Nor does it apply to an individual who returns from retirement and has already received payment from the County to eliminate a previously accrued sick leave balance.