

RESOLUTION NO. 1987 - 147

ESTABLISHING THE VACATION POLICY OF THE GREATER  
CLEVELAND REGIONAL TRANSIT AUTHORITY FOR EMPLOYEES  
IN LETTER GRADES AND UNCLASSIFIED SERVICE

WHEREAS, the vacation policy of the Authority for employees in grades 1 through 6 are contained in the collective bargaining agreements with the respective collective bargaining units; and

WHEREAS, sound personnel management and employee morale is enhanced by a clearly defined vacation policy;


NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the vacation policy as set forth in the memorandum dated June 8, 1987, to the President of the Board of Trustees from the General Manager be and it is hereby approved as the vacation policy of the Greater Cleveland Regional Transit Authority for all employees in letter grades and for those in the Unclassified service. That said memorandum setting forth said policy is incorporated herein and made a part hereof as though fully set forth herein.

Section 2. That said policy shall be effective January 1, 1988 and shall provide for an accumulation of vacation time up to a maximum of fifty (50) days.

Section 3. That this Resolution shall become effective immediately upon its adoption.

Adopted: June 16, 1987

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary-Treasurer

Attachment: Vacation Policy

# Regional Transit Authority

## Inter-Office Correspondence

To: Emil J. Lisy, President  
Board of Trustees

Date: June 8, 1987

From: John V. Terango  
General Manager

Subject: Vacation Policy for  
Employees not in Collective  
Bargaining Unit

### VACATION POLICY FOR EMPLOYEES NOT IN COLLECTIVE BARGAINING UNITS, I.E., LETTER GRADES AND UNCLASSIFIED EMPLOYEES

Eligibility, work requirements and amount of vacation shall be as set forth in Conditions of Employment, Article I, Section 10: VACATIONS.

#### A. VACATION ACCUMULATION

Effective January 1, 1988, it shall be the policy of the GCRTA to allow employees not in bargaining units, i.e, Letter Grades and Unclassified Employees to accumulate a maximum of 50 days vacation. Vacation in excess of 50 days, if not taken in the current year, will be lost except as provided under Section B of this policy.

Vacation may be accumulated in one of two ways:

- a) at the request of the employee involved, a matter of personal preference and;
- b) vacation not taken, because of business necessity, a matter beneficial to the Authority and at request of the Authority.

Vacation accumulated at the request of the employee shall be compensated at the rate in effect for the employee on January 1st of the year in which the employee was first entitled to such vacation. Vacation accumulated at the request of or for benefit to the Authority shall be compensated at current salary. The Director of Personnel shall develop guidelines and procedures in accord with this policy so as to properly and uniformly implement it.

#### B. VACATION ACCUMULATION IN EXCESS OF 50 DAYS

Effective immediately upon the adoption of this vacation policy, the Director of Personnel shall make a determination of accumulated vacation of all employees in Letter Grades and in the Unclassified Service and so advise said employees.

Emil J. Lisý, President  
Board of Trustees

June 8, 1987

SUBJECT: Vacation Policy for Employees not in Collective  
Bargaining Units

Employees in Letter Grades and in the Unclassified Service at the time of adoption of this Policy shall have accumulated vacation time fixed and shall be eligible to accumulate 50 day vacations only, pursuant to this policy. For such employees who have accumulated in excess of 50 days, each will be permitted to retain that accumulated time as on file with the Director of Personnel. However, they will not be allowed to accumulate additional time.

C. RETIREMENT

Employees who retire are required to exhaust accumulated vacation prior to date of retirement. Except, that an employee may be compensated in a lump sum for vacation accruing but not taken in the year of retirement.

D. DISPUTES

Any disputes resulting from the vacation policy for Letter Grades and for those in the Unclassified Service shall be resolved pursuant to the grievance procedure of the Merit System Rules.

JVT/ea  
cc: Board of Trustees