RECORD OF ORDINANCES

Ordinance No. 2026-O-18 Passed October 20th, 2026 YEAR

VILLAGE OF GREENWICH, OHIO
ORDINANCE NO: 2026-O-18

VACATIONS
Greenwich Code Section 252.03

AN ORDINANCE AMENDING SECTION 252.03 OF THE GREENWICH CODIFIED MUNICIPAL CODE OF ORDINANCES REGARDING VACATIONS

WHEREAS, the Mayor is seeking to adopt a new vacation schedule; and

WHEREAS, Vacations are currently addressed in Section 252.03 of the Greenwich Codified Municipal Code of Ordinances and reads:

G.C. 252.03 VACATIONS.

(a) All regular full-time employees of the Village, whether receiving compensation on a yearly, monthly or hourly basis, shall be entitled to receive vacations as follows effective with 2021 vacations:

(1) One week of vacation with full pay for each employee who has been continuously employed in full-time service for one year or more, with satisfactory service.

(2) Two weeks of vacation with full pay for each employee who has been continuously employed in full-time service for two years or more, with satisfactory service.

(3) Three weeks of vacation with full pay for each employee who has been continuously employed in full-time service for ten years or more, with satisfactory service.
(Ord. 388. Passed 2-3-56.)

(4) Four weeks of vacation with full pay for each employee who has been continually employed in full-time service for fifteen years or more, with satisfactory service.
(Ord. 897. Passed 8-18-98.)

(b) Vacation time shall be computed from the date the employee was hired, but shall not be cumulative, and must be taken within one year of anniversary date, or be forfeited. Part-time employees shall not be entitled to vacations.

(c) Council or the head of the department in which an employee is employed shall have sole authority to determine and certify which employees are full-time employees and which are part- time employees, and the decision of such department head or Council shall be final.

(d) All vacations must be arranged to the satisfaction of the head of the department in which the employee is employed, except that the vacations of the heads of departments shall be arranged to the satisfaction of the Mayor.

(e) An employee who is irregular, inattentive or not dependable in his or her service shall forfeit all right to a vacation with pay, at the discretion of Council or the head of the department in which the employee is employed. Any employee so judged to be irregular, inattentive or not dependable in his or her service shall have the right to appear before Council or the head of the department in which the employee is employed in his or her own behalf.
(Ord. 388. Passed 2-3-56.)

(f) A regular employee of the Village may take up to fifty percent of his or her annual vacation in the form of cash in lieu of time off in the calendar year when the vacation time accrues. The decision as to whether an employee may take his or her paid vacation, or a specified portion thereof, in the form of cash in lieu of time off shall be at the discretion of the Mayor. The Mayor's decision shall be final. Any employee who has been authorized to receive part or all of his or her annual vacation time in cash and continues to work during such period shall receive his or her regular pay for each such day worked and additional pay in the same amount representing the vacation day accrued.
(Ord. 670. Passed 3-18-80; Ord. 932. Passed 4-3-01.)

(g) Vacation time taken will be limited to two consecutive weeks. A third week may be requested and taken with the two weeks, if approved by their respective department head. Taking all four weeks consecutively will not be allowed. Taking two years of vacation time consecutively, or combining comp time with vacation time, shall not be allowed.
(Ord. 897. Passed 8-18-98.)

(h) Retired employees of the Village reemployed by the Village whether receiving compensation on a yearly, monthly or hourly basis shall not be entitled to vacation accumulation.

(i) Continuous service means the absence of any interruption or termination of service as an employee, director, or consultant. Continuous service shall not be considered interrupted in the case of: (i) sick leave; (ii) military leave; (iii) any other leave of absence approved by Village Council, provided that such leave is for a period of not more than 180 days, unless reemployment upon the expiration of such leave is guaranteed by contract or statute, or unless provided otherwise pursuant to the Village policy adopted from time to time.
(Ord. 2009-11. Passed 12-1-09; Ord. 2021-09. Passed 7-20-21.)

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF GREENWICH, STATE OF OHIO: (ORC 731.18)

SECTION 1. That Section 252.03 of the Greenwich Codified Municipal Code of Ordinances is hereby amended as follows:

G.C. 252.03 VACATIONS.

(a) ~~All regular full-time employees of the Village, whether receiving compensation on a yearly, monthly or hourly basis, shall be entitled to receive vacations as follows effective with 2021 vacations:~~

~~(1) One week of vacation with full pay for each employee who has been continuously employed in full-time service for one year or more, with satisfactory service.~~

~~(2) Two weeks of vacation with full pay for each employee who has been continuously employed in full-time service for two years or more, with satisfactory service.~~

~~(3) Three weeks of vacation with full pay for each employee who has been continuously employed in full-time service for ten years or more, with satisfactory service.~~

~~(Ord. 388. Passed 2-3-56.)~~

~~(4) Four weeks of vacation with full pay for each employee who has been continually employed in full-time service for fifteen years or more, with satisfactory service.~~

~~(Ord. 897. Passed 8-18-98.)~~

Vacation Entitlement Schedule

(1) A new employee receives 1 week (5 days) of vacation immediately upon their hire date, which must be used before that specific calendar year ends. Once the year they are hired comes to an end, they will be considered in their second year of service; the employee will receive the corresponding vacation allotment for each subsequent year.

Hire date calendar year	Annual Vacation Entitlement
1st year	1 week (5 days) per year
2nd year	2 weeks (10 days) per year
3rd year through 5th year	3 weeks (15 days) per year
6th year through 8th year	4 weeks (20 days) per year
9th year through 11th year	5 weeks (25 days) per year
12th year and beyond	6 weeks (30 days) per year

Policy Statement

Employees become eligible for paid vacation based on their completed years of continuous service with the ~~Company~~ Village. Upon reaching each service milestone, an employee's annual vacation entitlement increases as outlined above and remains in effect each year until the next service milestone is achieved.

For example:

- **Upon completing 1st calendar year, an employee is entitled to 2 weeks of vacation per year.**
- **Upon completing 2nd calendar year, an employee is entitled to 3 weeks of vacation per year.**

□ Upon completing 5th calendar year, an employee is entitled to 4 weeks of vacation per year.
□ Upon completing 8th calendar year, an employee is entitled to 5 weeks of vacation per year.
□ Upon completing 11th calendar year, an employee is entitled to 6 weeks of vacation per year.

Vacation requests are subject to supervisory approval ~~and business needs~~. Employees are encouraged to schedule vacation time in advance to ensure adequate departmental coverage.

(b) Vacation time shall be computed from the date the employee was hired, but shall not be cumulative, and must be taken within the calendar year, or be forfeited. Part-time employees shall not be entitled to vacations.

(c) Council or the head of the department in which an employee is employed shall have sole authority to determine and certify which employees are full-time employees and which are part-time employees, and the decision of such department head or Council shall be final.

(d) All vacations must be arranged to the satisfaction of the head of the department in which the employee is employed, except that the vacations of the heads of departments shall be arranged to the satisfaction of the Mayor.

(e) An employee who is irregular, inattentive or not dependable in his or her service shall forfeit all right to a vacation with pay, at the discretion of Council or the head of the department in which the employee is employed. Any employee so judged to be irregular, inattentive or not dependable in his or her service shall have the right to appear before Council or the head of the department in which the employee is employed in his or her own behalf.
(Ord. 388. Passed 2-3-56.)

(f) A regular employee of the Village may take up to fifty percent of his or her annual vacation in the form of cash in lieu of time off in the calendar year when the vacation time accrues. The decision as to whether an employee may take his or her paid vacation, or a specified portion thereof, in the form of cash in lieu of time off shall be at the discretion of the Mayor. The Mayor's decision shall be final. Any employee who has been authorized to receive part or all of his or her annual vacation time in cash and continues to work during such period shall receive his or her regular pay for each such day worked and additional pay in the same amount representing the vacation day accrued.
(Ord. 670. Passed 3-18-80; Ord. 932. Passed 4-3-01.)

(g) Vacation time taken will be limited to two consecutive weeks. A third week may be requested and taken with the two weeks, if approved by their respective department head. Taking all four weeks consecutively will not be allowed. Taking two years of vacation time consecutively, or combining comp time with vacation time, shall not be allowed.
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(i) Continuous service means the absence of any interruption or termination of service as an employee, director, or consultant. Continuous service shall not be considered interrupted in the case of: (i) sick leave; (ii) military leave; (iii) any other leave of absence approved by Village Council, provided that such leave is for a period of not more than 180 days, unless reemployment upon the expiration of such leave is guaranteed by contract or statute, or unless provided otherwise pursuant to the Village policy adopted from time to time.
(Ord. 2009-11. Passed 12-1-09; Ord. 2021-09. Passed 7-20-21.)

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SECTION 2. AMENDMENTS. That any amendments herein are indicated with additions appearing in **bold and underline** and deletions appearing in ~~**bold and strikethrough**~~.

SECTION 3. CODIFICATION. That the Fiscal Officer / Council Clerk is hereby instructed and directed to submit the amendments contained herein to the codification and publication service for the Village.

SECTION 4. PUBLIC MEETING. That it is found and determined that all formal action of this public body concerning or relating to the passage of this legislation were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of Section 121.22 of the Ohio Revised Code.

WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

PASSED AND ADOPTED on this 20th day of October, 20**26**.

ATTESTATION
(ORC 731.20)

We hereby attest and affirm that the foregoing legislation received the necessary affirmative roll call votes required for passage by ORC 731.17.

MAYOR

FISCAL OFFICER

LEGISLATION READINGS
ORC 731.17(A)

(1) Each ordinance and resolution shall be read by title only, provided the legislative authority may require any reading to be in full by a majority vote of its members.
(2) Each ordinance or resolution shall be read on three different days, provided the legislative authority may dispense with this rule by a vote of at least three-fourths of its members.

First Reading: 9/15/2026 Second Reading: 10/6/2026 Third Reading: 10/20/2026

ROLL CALL VOTE
ORC 731.17(A)(3)

The vote on the passage was taken by yeas and nays and entered upon the journal. Each ordinance or resolution shall be passed, except as otherwise provided by law, by a vote of at least a majority of all the members of the legislative authority. Yeas, nays, abstentions, excused or absent votes were recorded as follows:

aye Randy Wilson	vacant Lynne Phillips	aye Jason Hunter
vacant Dorene Beverly	aye Larry Risner	aye Randy Stephens

PREPARED BY AND APPROVED AS TO LEGAL FORM *[See also ORC 731.21(B)]:*

VILLAGE SOLICITOR, Steve Palmer

CERTIFICATE OF PUBLICATION
ORC 731.21 and 731.22

Pursuant to ORC 731.21(A)(3), I hereby certify that a succinct summary of the above legislation was/will be published using the following method: **ON THE WEBSITE AND SOCIAL MEDIA ACCOUNT OF THE MUNICIPAL CORPORATION**
The succinct summary was reviewed by the village solicitor as required by ORC 731.21(B). Publication was/will be made at least once a week for two consecutive weeks as required by ORC 731.22.

FISCAL OFFICER