

**RESOLUTION NO. 2016 – \_\_\_\_\_**

**A RESOLUTION ESTABLISHING A VACATION LEAVE CONVERSION POLICY FOR THE AGENCY.**

**WHEREAS**, it is the desire of the Board of Directors of the Lorain Port Authority to provide a cash conversion of Vacation Leave Benefits Policy for Agency Personnel; and

**WHEREAS**, said Policy requires an amendment to the Agency's Personnel Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Lorain Port Authority:

**SECTION I.** That the Agency hereby establishes a cash conversion of Vacation Leave Benefits Policy for Agency Personnel.

**SECTION II.** That the following be added to the Leaves Vacation Leave Section of the Agency Personnel Policy Manual:

“This shall be limited to the maximum accrual of annual current year vacation time of an employee is entitled to receive per year, said amount not to exceed two hundred (200) hours per year.

a. Any current year annual Vacation Leave utilized for cash conversion purposes will be deducted from the employees bank of accumulated hours, if available. However, conversion of previously accumulated leave may be reviewed and converted on a case by case basis.

b. Only vacation hours earned, but not used, during the calendar year may be used for conversion purposes. Vacation Leave shall be converted on a last in, first out (LIFO) basis.

c. The payment of these accumulated hours can only be made in December.

d. Employees requesting Cash Conversion of Vacation leave benefits must submit their request by November 1<sup>st</sup> of the year during which the request is being made.”

**SECTION III.** It is found and determined that all formal proceedings and actions of this Board concerning and relating to the passage of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code.

**Ayes:**

**Nays:**

**Abstain:**

**Adopted:**

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Carl Nielsen, Chairman

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Richard M. Novak, Executive Director