

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on February 18, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*

Mr. Sousa introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NO. 26-0218C**

**RESOLUTION AUTHORIZING THE ADOPTION OF AN ANNUAL
CONVERSION PLAN IN ACCORDANCE WITH OHIO REVISED CODE
SECTION 145.01 AND OHIO ADMINISTRATIVE CODE 145-1-26 AND
DISPENSING WITH THE SECOND READING**

WHEREAS, the Ohio Public Employment Retirement System provides for an Annual Conversion Plan that allows employers to convert vacation, personal and sick leave accrued and not used to be considered as earnable income. The maximum amount of vacation, personal and sick leave that can be considered is the maximum amount an employee earns in one year.

WHEREAS, Section 145.01 of the Ohio Revised Code permits the Board of Township Trustees (“Board”) to prepare an Annual Conversion Plan, and

WHEREAS, the Board desires to implement a Conversion Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hamilton Township, Clermont County, Ohio by authority of Section 145.01 of the Ohio Revised Code and Section 145-1-26 of the Ohio Administrative Code adopts an Annual Conversion Plan, as follows:

SECTION 1: The Board determines that all employees eligible to accrue vacation, personal and/or sick time will be eligible for conversion.

SECTION 2: The maximum amount of converted vacation, personal and sick leave that can be considered earnable salary is the amount the employee earns in the current calendar year, less any leave not taken during the calendar year. To be considered earnable salary the leave must have been earned in the year it was converted or the year prior if converted in January.

SECTION 3: That employees earn up to 5 weeks of vacation per year. That vacation leave is accrued annually and awarded to employees on January 1 of each year and that sick leave is accrued at a rate of 4 hours per bi-weekly pay period. A copy of the vacation schedule is attached as Exhibit A.

SECTION 4: Conversion will occur anytime upon request.

SECTION 5: That it is found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board; and that all deliberations of this Board of Township Trustees and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SECTION 6: This Resolution shall take effect at the earliest period allowed by law.

Mr. Cordrey seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows

Darryl Cordrey -
Mark Sousa -

Aye Nay _____
Aye Nay _____

Resolution adopted this 18th day of February, 2026.

Attest:

Leah Elliott

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Ben Yoder

Benjamin J. Yoder, *Law Director*

I, Leah M. Elliott Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on February 18, 2026.

Date: 2/18/2026

Leah Elliott

Leah M. Elliott, *Fiscal Officer*

**HAMILTON TOWNSHIP, WARREN COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

VACATION LEAVE

SECTION 6.02

(Rev. 01/19/2022, Rev. 11/20/2024)

- A. Full-time Township employees shall be credited with paid vacation according to the following schedule:

After 1 year of completed service	80 hours vacation (equivalent to 2 weeks)
After 5 years completed service	120 hours vacation (equivalent to 3 weeks)
After 10 years completed service	160 hours vacation (equivalent to 4 weeks)
After 15 years completed service	200 hours vacation (equivalent to 5 weeks)

Vacation credit is calculated based upon a forty (40) hour workweek for regular, full-time employees (and administrative Fire Department employees) or on a forty-eight (48) hour workweek for most fire fighting personnel. Such 48-hour employees shall be credited the equivalent number of vacation hours to represent the appropriate number of weeks due.

- B. Part-time, seasonal, or temporary employees are not entitled to vacation.
- C. One (1) year of completed service shall be computed on the basis of 2,080 hours for 80 hour employees or 2,496 for 48 hour employees in active pay status. After completing their initial new-hire probationary period, all employees will be credited a partial vacation accrual of forty (40) hours during the pay period in which the employee's probationary period ends. The remaining vacation accrual less the partial forty (40) hour accrual will post on the employee's anniversary date of one (1) full year of employment. Credit for vacation shall be prorated based upon the hours actually worked, excluding overtime. Hours worked includes hours in holiday, vacation and comp time off, but does not include sick leave, unpaid leave, or time spent on wage continuation for an injury. After the vacation accrual on the completion of the first year of employment, subsequent vacation accruals thereafter will occur when the pay period of January 1st is processed.
- D. Vacation leave shall be taken by an employee during the year in which it is credited, unless approved by the Employer, in which case vacation may be carried over and must be taken during the next calendar year.
- E. An employee is entitled to compensation, at his/her current rate of pay, for unused vacation credit at the time of separation from employment.
- F. Vacation leave will not be granted for call-in assignments, except in extenuating circumstances to be determined by the department head.
- G. Employees who encounter sickness while on vacation will be required to furnish a doctor's certificate for any time which is to be converted from vacation to sick leave.
- H. For purposes of calculating vacation leave, prior years of continuous service in full-time employment with a State of Ohio Public Employer will be credited at the rate of one (1) year of service for each completed year worked. Only full years of continuous service will be counted.