



# Paid Leave Programs Policy 6.27

## Office of Human Resources

Applies to: Faculty and staff

### POLICY

Issued: 06/22/1997

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The university provides paid vacation, sick, jury duty/court appearance, and organ donation leave, to respond to employee needs.

### Definitions

Term	Definition
Active pay status	Conditions under which an employee is eligible to receive pay and includes but is not limited to vacation leave, sick leave, overtime, compensatory time off and holidays.
Immediate family member	Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis to the employee as a child. To use leave for the care of a domestic partner or for the corresponding relative of the partner, a completed <a href="#">Affidavit of Domestic Partnership</a> form must be on file with the Office of Human Resources, <a href="#">Benefits Services</a> .
Ohio public agency	Includes city, county, and state employers within Ohio and Ohio National Guard service.

### Policy Details

#### I. Vacation Leave

##### A. Accrual

1. Vacation leave accrues while an employee is in active pay status and may be used from the date of employment. An adequate vacation leave balance must be accrued prior to usage.
2. Staff on regular appointments of 100% full time equivalency (FTE), 12-month regular faculty, and 12-month auxiliary faculty earn vacation leave in accordance with the accrual schedule. Vacation leave accrual is prorated for staff appointments of 50% FTE or greater.
3. Staff appointments of less than 50% FTE and 9-month regular and auxiliary faculty appointments do not accrue vacation.

##### B. Balance Transfer

1. Vacation leave balance transfers when an employee transfers from one university department to another, and only occurs when the new position is eligible for vacation.
2. A university employee who previously worked for an Ohio public agency may be credited for time served at that agency. Proof of service from the former public agency must be submitted in writing before service credit is granted.



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3. Employment outside of that specified in I-B, including student employment, federal employment, or employment with other states does not count toward service credit.

C. Leave Pay Out

1. Accrued vacation leave not used by the effective date of a faculty member's termination will be paid subject to the maximum of the vacation accrual schedule. A faculty member who reduces from a 12-month to a 9-month appointment will permanently forfeit accrued vacation not used by the effective date of the reduction.
2. A staff member who terminates employment, or transfers to a position that is ineligible for vacation, will be paid any accrued vacation leave not used by the effective date, subject to the maximums of the vacation accrual schedule. Accrued vacation payouts are at the current rate of compensation.

D. Carryover

Vacation leave accrued in excess of the maximum carryover will be eliminated at the end of the pay period in which an employee's anniversary date occurs each year.

Vacation Leave Accrual Schedule					
Category (Full Time)	Years of Service	Months of Service	Hours Earned Per Year	Days Earned Per Year	Maximum Hours for Vacation Carryover and Pay Out
Classified Civil Service	0 to 7	0 to 84	80	10	Equal to the amount earned last 3 years
	7+ to 14	85 to 168	120	15	
	14+ to 24	169 to 288	160	20	
	24+	289+	200	25	
Unclassified Professional	0 to 3	0 to 36	96	12	240
	3+ to 10	37 to 120	120	15	240
	10+ to 24	121 to 288	176	22	240
	24+	289+	200	25	240
Senior A&P	0 to 25	0 to 300	176	22	240
	25+	301+	200	25	240
12-Month Faculty	0 to 25	0 to 300	176	22	240
	25+	301+	200	25	240
12-Month Auxiliary Faculty	0 to 25+ (25+)	0 to 300+	80	10	240

## II. Sick Leave

A. Accrual

1. Faculty and staff accrue sick leave while in an active pay status for their primary university appointment. Sick leave does not accrue and cannot be used for any supplemental pay arrangements such as supplemental appointments, faculty teaching overloads, and faculty quarter off-duty appointments. Sick leave does not accrue during unpaid leaves of absences.
2. Staff paid biweekly accrue sick leave at the rate of 4.6 hours per 80 hours of service. Faculty and staff paid monthly accrue sick leave monthly based on the number of service hours per month.



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The rate of accrual is .0577 hours of sick leave for each service hour in the month. Staff paid monthly, and 12-month faculty, accrue 120 hours of sick leave per year. 9-month faculty accrue 90 hours of sick leave per year. Sick leave accrual is prorated for appointments less than full time. Sick leave accumulation is unlimited.

#### B. Use

1. Sick leave is charged in minimum units of one-tenth hour. An employee is charged for sick leave only for days upon which the employee otherwise would have been scheduled to work. Sick leave payment will not exceed the normal scheduled workday or work week earnings.
2. Sick leave may be used from the date of employment for the purpose intended according to the sick leave chart. An adequate sick leave balance must be accrued prior to usage. When sick leave is exhausted, an employee may apply for an unpaid leave of absence.
3. Sick leave usage applies to self or immediate family member.
4. Sick leave usage for birth, adoption, or foster care placement may be taken in accordance with the chart below and on a reduced schedule or intermittently for the first 12 weeks after the qualifying status change. After the first 12 weeks, leave cannot be taken on an intermittent or reduced schedule without advance notice, scheduling, and departmental approval.
5. An employee who becomes eligible for workers' compensation payment for loss of time may choose to use sick leave before such payments are made. An employee who wishes not to use sick leave to cover such loss of time must request an unpaid leave of absence in accordance with Human Resources Policy [6.45](#), Unpaid Leave.

#### C. Balance Transfer

1. Sick leave balance transfers when an employee transfers from one university department to another.
2. An accrued and unused sick leave balance from another Ohio public agency may be transferred to the university, if proof of accrued leave is provided by the transferring agency and re-employment occurs within 10 years.

#### D. Leave Pay Out

Employees retiring with 10 or more years of state service will be paid one-fourth of the sick leave balance up to a maximum payment of 240 hours. Payment is based upon the rate of compensation at the time of retirement. The one-time retirement pay out of sick leave eliminates all accrued sick leave on record. These same provisions apply to employees who die with 10 or more years of state service, with the sick leave pay out paid to the estate.

#### E. Compliance and Fraud

Employees failing to comply with sick leave rules and procedures may be denied use of sick leave. Application for sick leave with the intent to defraud may result in dismissal and reimbursement to the university of salary or wages paid during such sick leave. Falsification of sick leave documentation is grounds for disciplinary action including dismissal.



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Sick Leave Usage Parameters					
Event		Relationship To Employee	Documentation Required	Sick Leave Usage Limit <sup>1</sup>	
Illness or injury		Self or immediate family member	Leave form and appropriate medical documentation	As approved	
Health examination (medical, psychological, dental, or optical)		Self or immediate family member	Leave form and appropriate medical documentation	As approved	
If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee; or when through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others		Immediate family member	Leave form and appropriate medical documentation	As approved	
Foster Care Placement		Self	Leave form and proof of foster care placement	Up to 10 working days (two weeks)	
Death		Immediate family member	Leave form and obituary/death certificate	Up to five working days	
Event	Relationship To Employee	Documentation Required	Sick Leave Usage Limit <sup>1</sup>		
			<i>Eligible for Paid Parental Leave</i>	<i>Ineligible for Paid Parental Leave</i>	
Birth	Self (birth mother)	Leave form and proof of birth	Limited by available Family Medical Leave <sup>2</sup> (FML), not to exceed 30 working days (six weeks)	As approved per medical documentation	
	Self (father or domestic partner)	Leave form and proof of birth	Ineligible for Sick Leave; refer to Paid Parental Leave	Up to 10 working days (two weeks)	
Adoption	Self (mother, father or domestic partner)	Leave form and proof of adoption	Ineligible for Sick Leave; refer to Paid Parental Leave	Up to 10 working days (two weeks)	

<sup>1</sup> Assumes adequate leave balance is available.

<sup>2</sup> (Weeks of FML available) – (Weeks of Paid Parental Leave) – (Weeks of Select-Term Disability payment) = Maximum weeks of Sick Leave available following the birth of a child.

### III. Jury Duty/Court Appearance

A. An employee will be granted excused absence from work without loss of pay when:

1. The employee is summoned for jury duty or is subpoenaed to appear before any court or other legal body authorized to compel the attendance of witness, provided that the employee is not a party to the action.



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2. The employee is a party to any action before the State Personnel Board of Review, provided that the employee is in active pay status at the time of a scheduled hearing.
- B. Any employee who is appearing before a court or other legal body in a matter in which the employee is a party will apply for paid or unpaid leave for that absence. Examples include criminal or civil cases, traffic court, divorce proceedings, custody, or appearing as directed as parent or guardian of a juvenile.

#### IV. Organ Donation Leave

##### A. Eligibility

1. Regular employees and auxiliary faculty with appointments of 75% FTE or greater who donate an adult kidney or any portion of an adult liver will receive up to 240 hours of leave with pay during each calendar year. These hours will be paid at the employee's regular rate of pay for regularly scheduled work hours that the employee is medically unable to work.
2. Regular employees and auxiliary faculty with appointments of 75% FTE or greater who donate adult bone marrow will receive up to 56 hours of leave with pay each calendar year. These hours will be paid at the employee's regular rate of pay for regularly scheduled work hours that the employee is medically unable to work.
3. Regular employees and auxiliary faculty with appointments of 74% FTE or less, intermittent, seasonal, and temporary employees are not eligible for Organ Donation Leave.

##### B. Use

1. Organ donation leave should be exhausted prior to using any sick leave or vacation leave.
2. Organ donation leave will run concurrently with other university leave programs (e.g. [Family and Medical Leave](#)).

## PROCEDURE

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#### I. Vacation Leave Procedure

Vacation leave is arranged and approved in accordance with each department's operational needs using the [Application for Leave](#) form.

#### II. Sick Leave Procedure

Sick leave notification and approval are established based upon departmental procedures. Sick leave is requested using the [Application for Leave](#) form. If medical attention is provided, documentation from a health care provider stating the nature of the illness or injury may be requested.

#### III. Jury Duty/Court Appearance Leave Procedure

For jury duty/court appearance leave, a subpoenaed individual should notify his or her supervisor as soon as possible upon receipt of the subpoena and submit an [Application for Leave](#) form indicating hours and dates of required court appearance. Upon release from this public service, the individual should contact his or her supervisor immediately regarding return to university duties.



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### IV. Organ Donation Leave Procedure

When organ donation leave is anticipated, verbal notice should be given as far in advance as possible, followed by written documentation to include an [Application for Leave](#) form indicating hours and dates of leave and supporting medical certification from an appropriate health care provider.

### Resources

#### Consultation:

Office of Human Resources, [Organization and Human Resource Consulting](#) 614-292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)

Office of Human Resources, [Payroll Services](#) 614-292-2311, [payroll@hr.osu.edu](mailto:payroll@hr.osu.edu)

#### Forms:

[Application for Leave](#)

[Affidavit of Domestic Partnership](#)

#### More information:

Leave Accrual Rates, see Payroll section of [Managers, Supervisors, & Human Resource Contacts](#) web page

Human Resource Policy [6.05](#), Family and Medical Leave

Human Resource Policy [6.35](#), Military Leave/Reemployment Rights

Human Resource Policy [6.27a](#), Paid Leave Programs: Vacation Donation

Human Resource Policy [6.27b](#), Paid Leave Programs: Parental Leave

Human Resource Policy [6.45](#), Unpaid Leave

### Contacts

Topic	Office	Telephone	E-mail/URL
Policy clarification	Customer Service, Office of Human Resources	614-292-1050 800-678-6010	<a href="mailto:service@hr.osu.edu">service@hr.osu.edu</a>
Policy clarification	Organization and Human Resource Consulting (OHRC), Office of Human Resources	614-292-2800	<a href="mailto:ohrc@hr.osu.edu">ohrc@hr.osu.edu</a> <a href="http://hr.osu.edu/ohrc">hr.osu.edu/ohrc</a>
Paycheck or payroll processing	Payroll Services, Office of Human Resources	614-292-2311	<a href="mailto:payroll@hr.osu.edu">payroll@hr.osu.edu</a> <a href="http://hr.osu.edu/payroll">hr.osu.edu/payroll</a>
Policy clarification for Health System employees	Employee Relations, Health System Human Resources	614-293-4988	

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