



Unpaid Leave Policy 6.45

Office of Human Resources

Applies to: Faculty and staff

POLICY

Issued: 10/01/1973

Revised: 10/01/1997

Edited: 09/06/2002

Faculty and staff may request a leave without pay for personal or medical reasons, including pregnancy. A leave implies that the same or a similar position will be made available to the individual upon return from leave. Requests for leave are subject to approval by the appropriate administrative official within the employing unit.

POLICY GUIDELINES

I. Faculty

A. Approval and Guidelines

1. Faculty requests for leave without pay are subject to approval by the department chair and the dean. The Board of Trustees, upon recommendation of the provost and the president, gives final approval.
2. The maximum faculty leave without pay is generally one year. In no case will it extend beyond two years.
3. The University normally grants a leave without pay only with the clear understanding that the faculty member will return to his or her University position. A leave will not be granted to accept an ongoing position at another institution or business, unless such action is considered by the appropriate administrative officials as an outstanding professional development opportunity for the faculty member, who intends to return to his or her University position.
4. Guidelines for compensated Faculty Professional Leave are in the Office of [Academic Affairs Handbook for Deans, Directors, and Department Chairs](#).

B. Personal leave

1. The specific reason for a personal leave should be included in the written leave request.
2. Available vacation time should be used prior to the approval of a personal leave.
3. Personal leave may be designated as [Family Medical Leave \(FML\)](#) and counted toward both the 12 weeks of FML and the time limit for personal leave, if applicable.

C. Medical leave

1. Satisfactory medical documentation is required for medical leave and must indicate a projected date for return to work.
2. Available sick leave should be used prior to the approval of a medical leave. A waiver of this requirement may be made in workers' compensation cases.
3. Medical leave may be designated as [FML](#) and counted toward both the 12 weeks of FML and the time limit for medical leave, if applicable.

D. Holidays, vacation, and sick leave

1. Faculty do not receive pay for holidays that occur during a leave.
2. Vacation and sick leave credits do not accrue during a leave.



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E. Benefits

A faculty member who receives a leave must initiate arrangements with the Office of Human Resources, [Benefit Services](#), for the [continuation of group benefit programs](#).

F. Retirement service credit for leaves from the University (not applicable to [Faculty Professional Leave Program](#)).

Under provisions of Sections 3307.51 and 3319.131, [Ohio Revised Code](#), augmented by regulations of the State Teachers Retirement System of Ohio (STRS), a member of STRS may, subject to University and STRS approval, contribute to the retirement system in order to obtain service credit for the period of leave.

Eligibility requirements and procedures are outlined in the STRS [Purchasing Service Credit](#) information.

II. Staff

A. Approval and Guidelines

1. Unclassified staff may be granted leave without pay for a period of time not to exceed one year.
2. Classified civil service staff may be granted leave without pay for a period of time not to exceed six months.
3. Classified civil service staff may apply for disability separation if the illness or injury exceeds a six-month leave.
4. Eligibility for multiple leaves is based on leave time previously taken.
5. If a leave is used for a purpose other than that stated, the balance of the leave may be canceled and the individual may be subject to disciplinary action or dismissal.
6. The right to return to work earlier than scheduled is subject to the availability of work. If an individual wants to return to work before the expiration of the leave, the supervisor must be notified in writing prior to the desired date of return. In the case of a medical leave, medical evidence will be required.

B. Personal leave

1. The specific reason for a personal leave should be included in the written leave request.
2. Available vacation time should be used prior to the approval of a personal leave.
3. Personal leave may be designated as [Family Medical Leave \(FML\)](#) and counted toward both the 12 weeks of FML and the time limit for personal leave, if applicable.

C. Medical leave

1. Satisfactory medical documentation is required for medical leave and must indicate a projected date for return to work.
2. Available sick leave should be used prior to the approval of a medical leave. A waiver of this requirement may be made in workers' compensation cases.
3. Medical leave may be designated as [FML](#) and counted toward both the 12 weeks of FML and the time limit for medical leave, if applicable.

D. Holidays, vacation, and sick leave

1. Staff do not receive pay for holidays that occur during a leave.
2. Vacation and sick leave credits do not accrue during a leave.



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A staff member who receives a leave must initiate arrangements with the Office of Human Resources, [Benefit Services](#), for the [continuation of group benefit programs](#).

F. Retirement service credit for leaves from the University

Under provisions of the [Ohio Public Employees Retirement System](#) (OPERS), a member of OPERS may contribute to the retirement system to obtain service credit for the period of leave. Eligibility requirements and procedures are outlined in the OPERS [Service Credit](#) information.

PROCEDURE

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I. Faculty and Appointing Unit Responsibilities

- A. Faculty can request a leave by completing the [Application for Leave](#) form. The form is submitted to the dean prior to the beginning of the leave and provides a summary statement of information required in the dean's letter. A request for personal leave should be submitted at least 90 days prior to the beginning of the leave. Requests for medical leave should be submitted with as much advance notice as possible.
- B. The dean submits a letter of request to the provost. The dean's letter should contain complete information regarding the proposed leave, a statement of duties vacated, how these will be covered during the faculty member's absence, and the address of the faculty member during the leave.
- C. A leave implies that the same or similar position will be held open for the faculty member or will be made available upon his or her return. Accordingly, the appointing unit must reserve funds for the position of the faculty member on leave.
- D. Faculty members serving on nine-month appointments are paid in 12 monthly installments; therefore, four monthly payments are withheld for each quarter of leave without pay.

II. Staff Responsibilities

- A. Staff can request a leave by completing the [Application for Leave](#) form. The form is submitted to the appropriate administrative official within the employing unit prior to the beginning of the leave.
- B. Leave requests should have a definite starting date and definite date of return. Neither of these dates should be a holiday or scheduled day off.

RESOURCES

For consultation:

- Office of Human Resources, [Benefit Services](#) 614-292-1050, service@hr.osu.edu
- Office of [Academic Affairs](#) 614-292-5881



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For forms (hr.osu.edu/forms):

- Application for Leave form hr.osu.edu/forms/appleave.pdf
- Medical Certification Statement for Leave <https://hr.osu.edu/forms/ben/medlvcer.pdf>
- Benefit Continuation form hr.osu.edu/forms/milbenefit.pdf

For more information:

- *Continuing Benefits While on Leave* booklet hr.osu.edu/hrpubs/ben/loabook.pdf
- Benefit Program Eligibility hr.osu.edu/policy/empben
- OPERS service credit, online FAQ <https://www.opers.org/members/FAQ/service-credit.shtml>
- STRS purchasing service credit, online information <http://www.strsoh.org/active/6.html>
- Human Resource Policy [6.05](#), Family Medical Leave (FML) hr.osu.edu/policy/policy605.pdf
- Ohio Revised Code codes.ohio.gov/oac/123%3A1-34
- Faculty Professional Leave Program oaa.osu.edu/OAAP_PHandbook.php