



Applies to: Faculty and staff

(Staff who are members of a bargaining unit and are covered by a collective bargaining agreement are included in this policy. However, when this policy conflicts with specific terms in the applicable collective bargaining agreement, the language in the collective bargaining agreement will prevail.)

Responsible Office

Office of Human Resources

POLICY

Issued: 06/22/1997

Revised: 01/03/2021

The university strives to recruit and retain world-class faculty and staff and to stand out as an employer of choice. The university recognizes that supporting faculty and staff as they balance career, personal, and family life ultimately benefits the faculty, staff, and institution alike. Accordingly, the university provides its faculty and staff with several **paid time off** options.

Purpose of the Policy

To provide guidance on and promote consistent application of paid time off benefits designed to support faculty and staff as they balance career, personal, and family life.

Definitions

| Term | Definition |
|-----------------------------|---|
| Absence | Time away from work which may be continuous or intermittent and includes paid or unpaid time off and all leaves. |
| Adopted child | A child up to 18 years of age who is legally adopted. |
| Birth mother | One who gives birth to a child. |
| Extended family member | Any one of the following: sister, brother, 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 domestic partner. |
| Foster care placement | A temporary living situation arranged by the state or social services agency in which a foster parent has assumed child-rearing responsibilities. |
| Full-time equivalency (FTE) | The percentage of full time (40 hours per work week) hours worked during the period covered by a given position (for example, 10% full-time equivalency [FTE] equals four hours of work per work week). |
| Immediate family member | Any one of the following: <ol style="list-style-type: none"> 1. Spouse or domestic partner; 2. Biological, adoptive, step, or foster parent; 3. Individual who stood in loco parentis to an employee when the employee was a child; and 4. Biological, adopted, step, or foster child; a legal ward; or a child of a person standing in loco parentis. |
| Leave | Absence from work subject to approval per the applicable leave policy (FMLA, Unpaid Leave, Military Leave, Faculty Leave). |
| Paid time off | Type of pay utilized during an approved absence from work, dependent on eligibility and/or available balances (e.g. vacation, sick, parental). |
| Parent | One who is not the birth mother and who is legally responsible or can demonstrate that they have taken responsibility for child-rearing. Includes any one of the following: father, mother, spouse, adoptive parent, foster parent, domestic partner, or employee using a surrogate/gestational carrier. |
| Adoptive parent | One who, via a legal process, has taken a child into one's family. |
| Foster parent | One who has undergone a placement proceeding to assume child-rearing responsibilities. |
| Serious health condition | An illness, injury, impairment, or physical/mental condition that meets or requires any one of the following: <ol style="list-style-type: none"> 1. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. |



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| Term | Definition |
|--|---|
| | <ol style="list-style-type: none"> 2. A period of incapacity for more than three full consecutive days and continuing treatment by a health care provider. Continuing treatment by a health care provider consists of treatment two or more times within a 30-day period, absent extenuating circumstances or treatment at least once by a health care provider which results in a regimen of continuing treatment. The first visit to the healthcare provider must be within the first seven days of incapacity. 3. Periods of incapacity due to pregnancy and childbirth, including prenatal care. 4. Chronic conditions which require visits for treatment by a health care provider at least twice a year; continues over an extended period of time (including recurring episodes of a condition); and may cause episodic periods of incapacity (e.g., diabetes, epilepsy), permanent/long-term conditions (e.g., Alzheimer's, terminal cancer), or multiple treatments (e.g., chemotherapy, dialysis). |
| State of Ohio or any of its political subdivisions | Includes city, county, and state employers within Ohio and the Ohio National Guard. |
| Stillbirth | The loss of a fetus while still in the womb during or after the 16 th week of pregnancy. |
| Time off service date | The date used to determine the amount of service for the calculation of vacation time off accrual purposes. This date reflects an employee's total service at Ohio State and with the State of Ohio or any of its political subdivisions. |
| Unit | College or administrative unit. |
| Unpaid time off | Approved absence from work without pay when an employee has exhausted all paid time off balances or is ineligible for paid time off. |

Policy Details

I. Vacation Time

A. Eligibility

1. Staff in regular, seasonal, and term positions of at least 50% **full-time equivalency (FTE)** are eligible for vacation time. See the [Staff Employment 4.20 policy](#) for position definitions.
2. Faculty members (including post-doctoral scholars) serving in 12 month positions of at least 50% are eligible for vacation time.
3. Faculty and staff working in positions of less than 50% FTE are ineligible for vacation time.
4. Faculty serving in nine-month positions are ineligible for vacation time.
5. Staff working in intermittent and/or temporary positions are ineligible for vacation time.

B. Accrual

1. Vacation time accrues for all hours worked and paid **absences**. It does not accrue during unpaid absences.
2. Vacation time accrual is pro-rated for eligible positions between 50% FTE and 100% FTE.
3. Refer to the [Time Off Accrual Rates](#) for more information on vacation accrual rates.
4. An employee who has previously retired in accordance with the provisions of any retirement plan offered by the State of Ohio (a reemployed retiree) will not have prior service with the **State of Ohio or any of its political subdivisions** or a regional council of government counted for purposes of computing vacation.
 - a. A State Teachers Retirement System of Ohio (STRS)/Alternative Retirement Plan participant will be treated as a reemployed retiree for purposes of this policy if, at the time of separation from employment, the participant would have been eligible to receive retirement benefits under the [STRS Ohio Defined Benefit Plan](#).
 - b. An Ohio Public Employees Retirement System (OPERS)/Alternative Retirement Plan participant will be treated as a reemployed retiree for purposes of this policy if, at the time of separation from employment, the participant would have been eligible to receive retirement benefits under the [OPERS Traditional Pension Plan](#).
5. Employment outside of that specified in Policy Details III.A, including student employment, federal employment, and/or employment with other states, does not count toward service credit.

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C. Use

1. Vacation time must be accrued prior to use.
2. Vacation time is charged in minimum units of one-tenth hour. An employee is charged for vacation only for days upon which the employee otherwise would have been scheduled to work. Vacation payment will not exceed the normal scheduled workday or work week earnings.
3. Vacation time may be used from the date of accrual.
4. Available vacation balances must be exhausted prior to applying for **unpaid time off**. The university may waive this requirement in military leave, workers' compensation, short-term disability, and long-term disability cases.

D. Balance transfer and carryover

1. Vacation balances transfer when an employee transfers to a new position, but only if the new position is eligible for vacation time.
2. Vacation accrued in excess of the maximum carryover will be eliminated on the employee's **time off service date** each year.

E. Pay out

1. Accrued vacation time not used by the effective date of a faculty member's termination will be paid subject to the maximums of the vacation accrual schedule below. 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 hours not used by the effective date, subject to the maximums of the vacation accrual schedule below.
3. Accrued vacation payouts are at the employee's then-current base rate of compensation.

Vacation accrual schedule* (table immediately following):

| Category (Full Time) | Years of Service | Months of Service | Hours Earned Per Year | Days Earned Per Year (based on a five 8-hour workday per week schedule) | 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 |
| Classified Civil Service | 7+ to 14 | 85 to 168 | 120 | 15 | Equal to the amount earned last 3 years |
| Classified Civil Service | 14+ to 24 | 169 to 288 | 160 | 20 | Equal to the amount earned last 3 years |
| Classified Civil Service | 24+ | 289+ | 200 | 25 | Equal to the amount earned last 3 years |
| Unclassified Professional | 0 to 3 | 0 to 36 | 96 | 12 | 240 |
| Unclassified Professional | 3+ to 10 | 37 to 120 | 120 | 15 | 240 |
| Unclassified Professional | 10+ to 24 | 121 to 288 | 176 | 22 | 240 |
| Unclassified Professional | 24+ | 289+ | 200 | 25 | 240 |
| Senior A&P | 0 to 25 | 0 to 300 | 176 | 22 | 240 |
| Senior A&P | 25+ | 301+ | 200 | 25 | 240 |
| 12-Month Regular and 12-Month Associated Faculty | 0 to 25 | 0 to 300 | 176 | 22 | 240 |
| 12-Month Regular and 12-Month Associated Faculty | 25+ | 301+ | 200 | 25 | 240 |

*Subject to applicable collective bargaining agreements

II. Sick Time

A. Eligibility

1. Faculty and staff in regular, seasonal, temporary, and term positions (including post-doctoral scholars) are eligible for sick time.
2. Staff working in intermittent positions are ineligible for sick time.

B. Accrual

1. Sick time does not accrue and cannot be used for any additional pay arrangements such as supplemental positions or appointments, overtime hours, faculty teaching overloads, and faculty off-duty arrangements.



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2. Sick time accrues during hours worked and paid absences. It does not accrue during unpaid time off.
 3. Sick time accumulation is unlimited.
 4. Eligible faculty and staff will accrue sick time on a biweekly basis at the rate of 4.6 hours per 80 hours of service.
 5. Sick time accrual is pro-rated for FTEs of less than 100%.
 6. For more information on sick time accrual rates please refer to the [Time Off Accrual Rates](#).
- C. Use
1. Sick time is charged in minimum units of one-tenth hour. An employee is charged for sick time only for days upon which the employee otherwise would have been scheduled to work. Sick payment will not exceed the normal scheduled workday or work week earnings.
 2. Sick time may be used from the date of accrual for approved purposes according to the table in Policy Details II.G. An adequate sick balance must be accrued prior to usage.
 3. Available sick time and vacation balances must be exhausted prior to applying for unpaid time off. The university may waive this requirement in unpaid personal time, military leave, workers' compensation, short-term disability, and long-term disability cases.
 4. An employee who is medically unable to work may be separated from employment prior to the exhaustion of sick time after evaluation and approval by Integrated Absence Management and Vocational Services (IAMVS) and Employee and Labor Relations.
 5. Sick time may be used for illness or injury to self or **immediate family members** or **extended family members** pursuant to the sick time usage table in Policy Details II.G.
 6. In instances of death, sick time may be used for immediate, extended family, or non-family members pursuant to the table in Policy Details II.G.
- D. Sick time usage for birth, adoption, or **foster care placement** by a **foster parent** may be taken in accordance with the tables in Policy Details II.G and II.H, and on a reduced schedule or intermittently for the first 12 weeks after the event. After the first 12 weeks, sick time cannot be taken on an intermittent or reduced schedule basis without advance notice, scheduling, and departmental approval.
- E. Balance transfer
1. Sick time balances transfer when an employee transfers from one university department to another.
 2. An accrued and unused sick time balance from the State of Ohio or any of its political subdivisions may be transferred to the university, if proof of accrued time off is provided by the transferring agency and reemployment occurs within 10 years.
- F. Pay out
1. An employee may elect, at the time of retirement from active service with the university under any state retirement system in Ohio (e.g., OPERS, STRS or the Alternative Retirement Plan) and with 10 or more years of service with the State of Ohio or any of its political subdivisions, to be paid one-fourth of their sick time balance, up to a maximum payment of 240 hours.
 2. Accrued sick time is paid out at the base rate of compensation as of the last day worked.
 3. The one-time retirement pay out of sick time eliminates all accrued sick time on record.
 4. These same payout terms apply to employees who die with 10 or more years of service with the State of Ohio or any of its political subdivisions, with the sick time paid to the estate.
- G. Sick time usage parameters for birth/adoptive events (table following Policy Details II.G.2)
1. Amounts in the "sick time usage limit" columns assume adequate time off balance is available.
 - a. The "sick time usage limit" is pro-rated for FTEs of less than 100%.
 2. The maximum number of weeks of sick time available following the birth of a child is calculated by subtracting the weeks of parental time and the weeks of short-term disability payment from the weeks of Family Medical Leave (FML) available.



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| Event | Relationship to Employee | Documentation Required | Sick Time Usage Limit: Eligible for Parental Time Off | Sick Time Usage Limit: Ineligible for Parental Time Off |
|----------|--------------------------|---|---|---|
| Birth | Self (birth mother) | Time off and/or Leave request and appropriate medical documentation | Limited by available FML, not to exceed 30 working days (six weeks/240 hours) | As approved per medical documentation |
| Birth | Self (parent) | Time off and/or Leave request and appropriate medical documentation | Ineligible for Sick Time; refer to Parental Time Off | Up to 10 working days or 80 hours (two weeks) |
| Adoption | Self (parent) | Time off and/or Leave request and appropriate medical documentation | Ineligible for Sick Time; refer to Parental Time Off | Up to 10 working days or 80 hours (two weeks) |

H. Sick time usage parameters for events other than birth and adoption (table following Policy Details II.H.1)

1. Amounts in the “sick time usage limit” column assume adequate time off balance is available.

a. The “sick time usage limit” is pro-rated for FTEs of less than 100%.

| Event | Relationship To Employee | Documentation Required | Sick Time Usage Limit |
|---|---|---|---|
| Illness or injury (physical or psychological) | Self, immediate or extended family member | Time off and/or Leave request is required. Appropriate medical documentation may be required | As approved |
| Health examination (medical, psychological, dental or optical) | Self, immediate or extended family member | Time off and/or Leave request is required. Medical documentation may be required | As approved |
| If a member of the immediate family or extended family member 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 | Self, immediate or extended family member | Time off and/or Leave request is required. Appropriate medical documentation may be required. | As approved |
| Foster care placement | Self | Time off and/or Leave request and proof of foster care placement | Up to 10 working days or 80 hours (two weeks) |
| Death | Immediate family member | Time off request and obituary/death certificate | Up to five working days or 40 hours (1 week), continuously or intermittently. Employees are eligible for an additional five working days or 40 hours (1 week) subject to approval based on operational needs. |
| | Extended family member | Time off request and obituary/death certificate | Up to five working days or 40 hours continuously or intermittently |
| | Non immediate or non-extended family member | Time off request and obituary/death certificate | One day for funeral attendance (subject to departmental approval) |



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III. Previous Employment with the State of Ohio or Political Subdivision of Ohio

- A. An employee who previously worked for the State of Ohio or any of its political subdivisions may be credited for time served at that agency, with the exception of reemployed retirees as noted in Policy Details I.B.4.
- B. Proof of service from the former public agency must be submitted in writing before service credit is granted.
- C. An accrued and unused sick balance from the State of Ohio or any of its political subdivisions may be transferred to the university, if proof of accrued time is provided by the transferring agency and re-employment occurs within 10 years.

IV. Parental

- A. The purpose of parental time off is to provide a **birth mother** or **parent** with paid time off to recover from childbirth and/or to care for and bond with a newborn or newly **adopted child**.
- B. Eligibility
 1. Faculty or staff who hold at least 75% FTE and are in a regular, term (including post-doctoral scholars), seasonal, or associated faculty position at the time they become a parent are eligible for parental time off.
 2. Eligible faculty and staff may receive parental time off immediately upon hire.
 3. Staff working in intermittent and/or temporary positions are ineligible.
- C. Use
 1. All eligible faculty and staff (birth mother and parent) can take up to 240 hours (six work weeks, based on an appointment of 100% FTE) of parental time off to care for and bond with a newborn or newly adopted child immediately following a birth or adoptive event.
 2. Parental time off is paid at 100% of the employee's regular pay (based upon FTE) for the specified number of hours outlined in this policy.
 3. Parental time off will commence following the birth or adoption of a child, and the maximum amount of allotted time off is based on the policy in effect at the time of birth.
 4. When medically necessary or necessary to fulfill the legal requirements for an adoption, parental time off may be taken prior to the birth or adoptive event, provided all eligibility requirements are met when the time off commences.
 5. Parental time off will run concurrently with available FML. If the employee is ineligible for FML or has an insufficient FML balance, parental time off will still be granted. In this case, the return to work provision of the [Family and Medical Leave 6.05 policy](#) will apply.
 6. Parental time off benefits may be combined with other time off programs to maximize the length of paid time off available and to supplement paid time off under FML for birth and adoptive events.
 - a. Pursuant to the sick time usage parameters, the birth mother is eligible to take sick time (not to exceed 30 working days/240 hours or six weeks) and must exhaust all parental time off prior to the use of sick time off. Parental time off does not have to be exhausted prior to the use of [short-term disability](#). Parents (non-birth mothers) are ineligible to take sick time for birth and adoptive events unless necessary to care for a sick family member.
 - b. Parental time off must be exhausted prior to the use of vacation or compensatory time when such time off is requested for the purpose of a birth or adoptive event.
 7. Continuous parental time off for parents (non-birth mothers) may be taken immediately following birth or adoptive event. Intermittent parental time off may be taken during the first year following the birth or adoptive event with advanced notice, scheduling, and departmental approval.
 8. A birth mother may choose to return to work prior to the exhaustion of parental time off and must present a dated [return-to-work certificate](#) from the health care provider. After the birth mother's return to work, the remaining parental time off may be taken on an intermittent schedule with advanced notice, scheduling, and departmental approval within one year from the birth of the child.
 9. Parental time off is a benefit of employment and its use must not have a negative impact on employment status or opportunities.
 10. **Units** and supervisors should be flexible in managing parental time off requests, so as to permit employees to effectively balance career and family responsibilities.



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11. Workload issues should be proactively managed so that excessive work demands are not placed on remaining faculty and staff.
12. Parental time off may be taken in cases of **stillbirth**. In such event, a maximum of two weeks of parental time off may be used by each of the birth mother and other parent. Appropriate medical documentation is required. Additional time may be used from sick time off balances when supported by medical documentation.
13. One parental time off benefit is available per employee, per birth or adoptive event. The number of children involved does not increase the length of parental time off granted for that event.

V. Jury Duty/Court Appearance

A. Eligibility

1. All faculty and staff are eligible, except for those working in intermittent positions.

B. Use

1. An employee will be granted excused absence from work without loss of pay when:
 - a. 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; or
 - b. The employee is a party to any action before the State Personnel Board of Review, provided that the employee is in not on a paid or unpaid leave at the time of a scheduled hearing.
2. Any employee appearing before a court or other legal body in a matter in which the employee is a party must apply for paid time off or unpaid time off for that absence. Examples include criminal or civil cases, traffic court, custody or divorce proceedings, or appearing as directed as parent or guardian of a juvenile.

VI. Organ Donation

A. Eligibility

1. Faculty and staff who hold at least 75% FTE in a regular, term, seasonal, or associated faculty position are eligible for organ donation time off.
2. Staff working in intermittent and/or temporary positions are ineligible.

B. Usage

1. Organ donation time off must be exhausted prior to using any sick time or vacation.
2. Organ donation time off will run concurrently with other university time off and leave programs (e.g., FML).
3. All eligible faculty and staff who donate:
 - a. Their kidney or any portion of their liver can take up to 240 hours.
 - b. Their bone marrow can take up to 56 hours.

C. Hours

1. Organ donation time off hours are pro-rated based on FTE each calendar year.
2. 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.

VII. Vacation Donation

A. Eligibility

1. An employee may utilize donated time off to provide care for their own or an immediate family member's **serious health condition**. Donated time off may also be used for the birth, adoption, or foster care placement of a child or for the death of an immediate family member. Refer to the sick time usage parameters in the table in Policy Details II.G for each qualifying time off type.
2. An employee must have a regular, seasonal, temporary, or term position that is eligible to accrue sick time off and must have exhausted all paid time off balances before using donated time off. The recipient may not be receiving any paid benefit such as short-term or long-term disability and/or workers' compensation.
3. Staff working in intermittent positions are ineligible for vacation donation.



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4. The donor must have a minimum balance of 80 hours of vacation remaining after donation (minimum must be pro-rated according to donor FTE).

B. Use

1. Donated vacation hours are converted into an equivalent number of sick time hours for the recipient, regardless of differences between participants' pay rates.
2. Received hours must be used pursuant to the parameters in the sick time usage table in Policy Details II.G.
3. Sick time and compensatory time may not be donated.
4. Only immediate family members can donate across units. In no other cases can donations cross units.
5. Donated time off can only be applied for after unpaid leave is approved.
6. The recipient may use up to four weeks of donated time off time (up to 160 hours, pro-rated based on FTE). Maximum exceptions must be approved by the unit and the Office of Human Resources.
7. Donated time off may not be used to exceed the recipient's normally scheduled work hours per pay period and must be donated in eight-hour increments.
8. Donated time off may run concurrently with FML.
9. Donated time off cannot be paid from a sponsored research project (grant or contract).
10. Unused donated time off hours are forfeited and will not be returned to the donor.
11. Requests to receive donated time off made by individuals in the disciplinary process for attendance-related concerns are approved at the unit's discretion.
12. The recipient is prohibited from soliciting co-workers for vacation donation. Donations must be voluntary.

VIII. Multiple Positions

- A. Employees in multiple positions of the same position type will have their positions combined to determine eligibility for paid time off.
- B. Employees in multiple positions that have different position types will be combined to determine eligibility for paid time off in the following circumstances:
 1. Regular, term, and seasonal positions will be combined.
 2. Other combinations of multiple positions cannot be combined to determine eligibility. The paid time off eligibility is the one that is most advantageous to the employee.

- IX. The university may implement alternative vacation or sick benefits or paid time off programs only for specific initiatives approved by the Offices of Human Resources and Legal Affairs.

PROCEDURE

Issued: 06/22/1997
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I. Arranging Time Off

- A. All paid time off requests should be arranged in accordance with unit procedure, consistent with operational need.
- B. When the use of time off is anticipated, verbal notice should be given to the employee's supervisor as far in advance as possible. Submitting or ensuring the submission of the request via Workday, to include hours and dates of time off, is required. Supporting documentation, if appropriate, may be required.
- C. Office of Human Resources/Wexner Medical Center Employee and Labor Relations and IAMVS may consult with individuals and units regarding use of time off.
- D. Supervisors must:
 1. Review and approve requests for time off;
 2. Maintain confidentiality of employee documentation and information; and



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3. Collaborate with their Human Resource Consultant (“HRC”) on employee time offs, particularly parental time off, organ donation time off, donated vacation time, and sick time requests greater than three months.
 - E. Unit HRCs must:
 1. Inform individuals of the time off available for which they are eligible;
 2. Consult with individuals on time off and leaves;
 3. Ensure individuals are eligible for any time offs used;
 4. Maintain confidentiality of employee documentation and information; and
 5. Consult with Office of Human Resources/Wexner Medical Center Employee and Labor Relations and IAMVS for sick time requests longer than three months.
 - F. Employees must:
 1. Know balances and appropriate uses of time off and leaves;
 2. Request time off and leaves according to unit guidelines;
 3. Submit appropriate documentation when required; and
 4. Consult with their unit, HRC, or the Office of Human Resources/Wexner Medical Center Employee and Labor Relations Consultant regarding time off benefits and necessary documentation.
- II. Vacation Donation
- A. IAMVS will review and approve requests for vacation donation based on the appropriate medical documentation.
 - B. Unit HRCs will:
 1. Individually discuss each request with the donor(s) and recipient to review guidelines and advise the employees to submit the Vacation Donation Recipient Agreement and Vacation Donation Donor Agreement requests through Employee Self-Service.
 2. Collaborate with IAMVS to ensure that each time off request is handled and processed appropriately.
 - C. Each recipient will consult with their unit’s HRC and IAMVS and collaborate with their unit to ensure that the time off request is handled appropriately.
 - D. Each donor must complete the Vacation Donation Donor Agreement, and the recipient must complete the Vacation Donation Recipient Agreement.
- III. Parental Time Off
- A. Employees must:
 1. Give written notice to their unit as far in advance as possible when anticipating parental time off; and
 2. Submit requests for time off with any other appropriate documentation, in accordance with the [Family and Medical Leave 6.05 policy](#).
 - B. The tenure clock will be stopped for faculty for one year for responsibilities related to the birth or adoption of a child under six years old in accordance with [Faculty Rule 3335-6-03](#).
- IV. Jury Duty/Court Appearance
- A. For jury duty/court appearance time off, a subpoenaed employee should notify their supervisor as soon as possible upon receipt of the subpoena, provide a copy of the subpoena or summons, and submit a time off request indicating hours and dates of required court appearance. If the employee’s normally scheduled working hours are other than first shift, the supervisor should change the individual’s shift to first shift, or to hours that coincide with the jury duty daily assignment.
 - B. Upon release from jury duty, the employee should contact their supervisor immediately regarding return to university duties and/or to their regular shift assignment.
 - C. Employees may retain any compensation they receive for jury duty.
- V. Compliance and Fraud
- A. Faculty and staff failing to comply with this policy may be denied use of paid time off and corrective action may be initiated.



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- B. Requests for paid time off with the intent to defraud or falsification of time off documentation may result in corrective action up to and including dismissal and reimbursement to the university of salary or wages paid during such time off.

VI. When using time off to care for a family member, attestation of familial relationship may be requested.

Responsibilities

| Position or Office | Responsibilities |
|---|---|
| Employee | <ol style="list-style-type: none"> 1. Know time off balances and appropriate uses of time off and leaves. 2. Request time off and leaves according to unit guidelines and as outlined in this policy. 3. Submit Vacation Donation Recipient Agreements and Donor Agreements as outlined in this policy and in consultation with the unit HRC and IAMVS. 4. Submit a request for parental time off with any other appropriate documentation, in accordance with the Family and Medical Leave (FML) policy. |
| Integrated Absence Management and Vocational Services (IAMVS) | <ol style="list-style-type: none"> 1. Review and approve or disapprove vacation donation requests. 2. Collaborate with unit, supervisor, and employee regarding use of paid time off in conjunction with short- or long-term disability or workers compensation benefits. 3. Maintain confidentiality of medical documentation. |
| Office of Human Resources/ Wexner Medical Center Employee and Labor Relations | <ol style="list-style-type: none"> 1. Consult with individuals and units regarding use of time off and leaves. 2. Consult with IAMVS regarding sick time requests longer than three months. |
| Supervisor | <ol style="list-style-type: none"> 1. Approve or disapprove time off requests and collaborate with HRCs, Office of Human Resources, Wexner Medical Center Employee Relations, and IAMVS as appropriate. 2. Maintain confidentiality of employee documentation and information. 3. Manage time off requests to provide flexibility for individuals to use the time off when appropriate, while balancing remaining workload. |
| Unit / Human resource consultant | <ol style="list-style-type: none"> 1. Consult with employees on time offs and leaves. 2. Consult with Office of Human Resources Employee and Labor Relations/Wexner Medical Center Employee Relations and IAMVS for sick time requests longer than three months. 3. Maintain confidentiality of employee documentation and information. 4. Ensure vacation donations are handled in accordance with this policy. |
| Unit | Approve exceptions to limits on donated time off usage as appropriate. |

Resources

Forms and Additional Guidance

- FML Medical Certification of Health Care Provider for Employee’s Serious Health Condition, hr.osu.edu/wp-content/uploads/form-fml-employee-health.pdf
- FML Medical Certification of Health Care Provider for Family Member’s Serious Health Condition, hr.osu.edu/wp-content/uploads/form-fml-family-health.pdf
- FML Certification of Qualifying Exigency, hr.osu.edu/wp-content/uploads/form-fml-exigency.pdf
- FML Certification for Serious Injury or Illness of Current Service member, hr.osu.edu/wp-content/uploads/form-fml-military-health.pdf
- Leaves of Absence, hr.osu.edu/life-events/leaves-of-absence
- Paid Time Off Policy Frequently Asked Questions, hr.osu.edu/public/documents/policy/resources/627faq.pdf
- Parental Care Guidebook, hr.osu.edu/wp-content/uploads/parental-care-guidebook.pdf
- Return to Work Release, hr.osu.edu/wp-content/uploads/form-return-to-work.pdf
- Time Off Accrual Rates, hr.osu.edu/benefits/leave/accrual
- Vacation Donation Donor Agreement, [HR Connection](#)
- Vacation Donation Recipient Agreement, [HR Connection](#)



Applies to: Faculty and staff

Governance Documents

- Faculty Professional Leave policy, oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf
- Faculty Rule 3335-6-03, trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html
- Family and Medical Leave 6.05 policy, hr.osu.edu/public/documents/policy/policy605.pdf
- Holidays 6.20 policy, hr.osu.edu/wp-content/uploads/policy620.pdf
- Military Leave/Reemployment Rights 6.35 policy, hr.osu.edu/public/documents/policy/policy635.pdf
- Scheduling Work and Overtime Compensation 6.10 policy, hr.osu.edu/wp-content/uploads/policy610.pdf
- Staff Employment 4.20 policy, hr.osu.edu/wp-content/uploads/policy420.pdf
- Unpaid Leave 6.45 policy, hr.osu.edu/public/documents/policy/policy645.pdf

Contacts

| Subject | Office | Telephone | E-mail/URL |
|---------------------|-------------------------------|--------------------------|--|
| Forms and resources | HR Connection | (614) 247-myHR (6947) | hr@osu.edu hr.osu.edu/policies-forms |

History

Paid Leave Programs

- Issued: 06/22/1997 Issued as Paid Leave Programs, 6.27
- Revised: 08/01/1997
- Edited: 10/31/1997
- Edited: 07/01/1998
- Revised: 08/27/2001
- Revised: 01/06/2003
- Revised: 07/01/2008
- Edited: 10/15/2009
- Revised: 06/30/2010

Vacation Donation

- Issued: 07/01/2004 Issued as Paid Leave Programs: Vacation Donation, 6.27A

Paid Parental Leave

- Issued: 09/01/2004 Issued as Paid Leave Programs: Paid Parental Leave, 6.27B
- Edited: 02/07/2005
- Edited: 11/15/2006
- Edited: 07/01/2008

Paid Leave Programs

- Revised: 06/01/2011 Vacation Donation and Paid Parental Leave policies combined into Paid Leave Programs, 6.27
- Edited: 03/01/2012
- Revised: 05/01/2013
- Edited: 03/13/2017
- Interim Revised: 10/01/2018
- Revised: 01/03/2021 Renamed Paid Time Off, 6.27. Reflects material revision approved by President's Cabinet and subsequent edit adding a new resource to the Resources section