

Paid Time Off, 6.27 Policy Revision

Summary of Changes Effective January 3, 2021

Previously Paid Leave, 6.27

Summary of Substantive Changes

- Added sections for use of vacation and sick time to include minimum use and exhaustion of paid time off prior to requesting unpaid absences. (Policy Details I. C. (4) and II. C. (3), p. 3 and p. 4 respectively)
- Expanded 240-hour parental leave entitlement to include birth mother and other parent. (Policy Details IV. C., p. 6)
- Revised the eligibility for vacation donation from “life threatening illness” to “serious health condition.” (Policy Details VII. A. 1., p. 7)
- Added section to address how multiple positions are combined for time off eligibility. (Policy Details VIII, p. 8)
- Updated the approver for Vacation Donation to Integrated Absence Management and Vocational Services (IAVMS). (Procedure II. A., p. 9)
- Updated Compliance and Fraud Section to clarify and align with Unpaid Leave Policy. (Procedure V, pp. 9-10)
- Removed the required “certificate of domestic partnership” and added a statement to indicate that attestation of familial relationship may be required. (Procedure VI, p. 10)

Individual Substantive Changes

Policy (Page 1)

- Changed the title of the policy from Paid Leave to Paid Time Off, and revised all instances of “leave” and “time off” to be consistent with the time off and leave distinctions applicable within Workday.
- Refined and clarified the policy statement to make it more concise.
- Replaced the terms “appointment” with “position” (except with respect to “academic appointments”) to be consistent with Workday terminology. (Throughout the policy)

Definitions (Page 1-2)

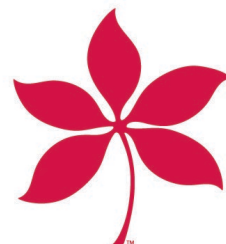
- Added definitions: “Absence,” “Extended family member,” “Full-time equivalency” (FTE), “Paid time off,” and “Foster care placements;”
- Deleted definitions: “Active pay status and “Domestic partner;”
- Revised definitions: “Immediate family,” “Stillbirth,” and “Benefits service date;”
- Retitled and revised definitions: “Unpaid leave” to “Unpaid time off.”

Policy Details (Pages 2-8)

- Changed policy name from Paid Leave Programs to Paid Time Off and revised all instances of “leave” and “time off” to be consistent with the time off and leave distinctions applicable within Workday.
- Replaced the terms “appointment” with “position” (except with respect to “academic appointments”) to be consistent with Workday terminology.
- Added sections for use of vacation and sick time to include minimum use and exhaustion of paid time off prior to requesting unpaid absences. (Policy Details I.C.4 and II.C.3, p. 3 and p. 4 respectively)
- Expanded 240 hour parental leave entitlement to include birth mother and other parent. (Policy Details IV.C, p. 6)
- Revised the eligibility for vacation donation from “life threatening illness” to “serious health condition.” (Policy Details VII.A.1, p. 7)
- Added section to address how multiple positions are combined for time off eligibility. (Policy Details VIII, p. 8)



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Procedure (Pages 8-10)

- Updated the approver for Vacation Donation to Integrated Absence Management and Vocational Services (IAVMS). (Procedure II.A, p. 9)
- Updated Compliance and Fraud Section to clarify and align with Unpaid Leave Policy. (Procedure V, pp. 9-10)
- Removed the required “certificate of domestic partnership” and adds a statement to indicate that attestation of familial relationship may be required. (Procedure VI, p. 10)

Responsibilities (Page 10)

- No substantive changes

Resources (Pages 10-11)

- Lists all resources and added a resource link to the Leaves of Absence page on OHR's website.

Contacts (Page 11)

- Lists all offices referred to in the policy and their contact information. Adds HR Connection contact information.