



# Policy 6.45 – Unpaid Leave Frequently Asked Questions Office of Human Resources

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**1. What are the different types of unpaid leave that I can request?**

Faculty and staff may request an unpaid leave for personal, professional or medical reasons.

**2. Will my unpaid leave count toward FML?**

If the unpaid leave is for medical purposes and the employee is eligible for FML, the unpaid leave will count against the employee's FML balance.

**3. Can my supervisor disapprove my request for unpaid leave?**

Yes. Approval of unpaid leave is at the discretion of the employing unit. However, if the request for unpaid leave is for a FML qualifying event and the employee is eligible, the supervisor should consult with the HRP prior to disapproval.

**4. What if we already approved someone to use unpaid leave and they are out on leave at the time of this policy change?**

If the employee was already approved to use unpaid leave prior to May 1, 2013, then the department needs to connect with each employee and give them the choice to remain on unpaid leave. They may choose to use their sick and vacation time for a medical leave and vacation time for a personal or professional leave.

**5. Is unpaid leave the same as unpaid status?**

No. An unpaid leave is for a specified period of time that the department has approved for an employee to use for personal, professional or medical reasons. Documentation is required prior to approval. Employees may go into an "unpaid status" due to lack of vacation leave or sick leave in certain circumstances such as serving a suspension or due to departmental disapproval of a sick or vacation leave request (e.g. failed to follow call-in procedures). Being on an "unpaid leave" is different than being in an "unpaid status."

**6. What if I am requesting to go on vacation and I don't have enough vacation time accumulated to cover the whole time, can I go on vacation unpaid for two days?**

Being on an "unpaid leave" is different than being in an "unpaid status." If your department approves the vacation request then you can go into an unpaid status at that time.

**7. Does comp time need to be used prior to using unpaid leave and/or going into an unpaid status?**

No. Compensatory time does not need to be exhausted prior to going on an unpaid leave or unpaid status.

**8. Do I need to use all my sick and vacation leave balances prior to going on workers' compensation, short and long term disability?**

Not necessarily. Integrated Disability will work with the employees about using sick leave and vacation leave while off work for a workers' compensation, short- and/or long-term disability claim.

**9. If an employee is on intermittent FML do they need to exhaust sick and vacation prior to unpaid leave?**

Yes. The employee needs to exhaust all leave balances when out on leave for medical purposes. The university may waive this requirement in workers' compensation, short-term and long-term disability cases.

**10. Do I get paid for holidays that fall within my unpaid paid leave period?**

Faculty and staff do not receive pay for holidays that occur during an unpaid leave.



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**11. I am a supervisor and I need to disapprove an employee’s sick or vacation leave request, which will result in them being in an unpaid status. Can I do that?**

If disapproval of the time is consistent with departmental procedures, you can deny a faculty/staff member’s request for vacation and sick time, which might result in the person going into an “unpaid status.” This is a **different** situation than going on “unpaid medical leave,” which requires the exhaustion of sick leave and vacation leave beforehand.

**12. For how long can I take unpaid leave?**

If an unpaid leave exceeds three months, the unit must consult with HR Employee and Labor Relations concerning approval of further leave. Staff may be granted unpaid leave up to six months, at the discretion of the department.

**13. How will I continue my health benefits while on leave?**

Faculty and staff will be billed for benefit contributions while on unpaid leave.

**14. Where can I obtain additional information?**

- Review [Policy 6.45](#), Unpaid Leave on line at [hr.osu.edu/policy](http://hr.osu.edu/policy)
- Contact Human Resources Employee and Labor Relations, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu), 614-292-2800