



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: 10/01/1973

Revised: 08/18/2025 (minor revision)

The university strives to recruit and retain a 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, family, and personal life ultimately benefits the faculty, staff, and institution alike. Accordingly, the university provides its faculty and staff with unpaid leave options. Faculty and staff may request an unpaid leave for personal, professional, or medical reasons, including pregnancy.

Purpose of the Policy

To provide guidance on and consistent application of unpaid leave benefits designed to support faculty and staff as they balance career, family, and personal life.

Definitions

Table with 2 columns: Term, Definition. Rows include Holidays, Medical leave, Personal leave, and Unit.

Policy Details

- I. Requests for leave are subject to approval by the appropriate administrative official...
II. Subject to III below, when a leave is granted, the same, or a similar, position will be held...
III. Leave requests or approvals do not halt disciplinary or employment actions...
IV. Leave requests must have a definite start and end date.
V. Being in an unpaid status (e.g., job abandonment) does not constitute approved unpaid leave...
VI. Faculty and staff do not receive pay for holidays that occur during a week in which no pay is received.
VII. Vacation and sick time do not accrue during an unpaid leave or time off.
VIII. Paid time off may run concurrently with personal, medical, or other leave, and available vacation and sick time must be exhausted prior to utilizing unpaid time off...
A. The university may waive this requirement for military leave and in workers' compensation, short-term disability, and long-term disability cases.



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IX. Medical Leave

- A. Faculty and staff may be granted **medical leave** in accordance with medical documentation they have submitted, their anticipated return to work plan, the operational needs of the **unit**, and any legal or regulatory requirements.
- B. Medical leave requests will be evaluated consistent with [University Rules for the Classified Civil Service, Chapter 73](#), other applicable rules and policies, and pursuant to any applicable bargaining unit agreements.
- C. Medical leave must be designated as family and medical leave (FML) and counted toward the 12 weeks of FML, when applicable.
- D. The university reserves the right to require the employee to provide documentation from a health care provider indicating a projected date for return to work or reevaluation, medical verification of ability to return to work, and/or any other information necessary to determine eligibility for medical leave.

X. Personal Leave

- A. Available vacation time off must be exhausted prior to the use of unpaid **personal leave**, in accordance with the [Paid Time Off 6.27 policy](#).

XI. Additional Faculty-Specific Requirements

- A. Faculty requests for unpaid leave for non-medical reasons are subject to approval by the dean.
- B. Faculty unpaid leave is generally limited to one year in length. In extenuating circumstances, faculty unpaid leave may be extended beyond one year after review and approval from the provost or designee.
- C. The university normally grants an unpaid leave only with the clear understanding that the faculty member will return to their 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 chair, dean, and OAA as an outstanding professional development opportunity for the faculty member, who intends to return to their university position.
- D. Tenured faculty may be eligible for paid faculty professional leave (FPL) in accordance with OAA's [Faculty Professional Leave policy](#).

XII. Benefits

- A. Certain benefits may be available for continuation while on unpaid leave, subject to the terms of the applicable benefit plan, program, or policy. Faculty and staff will be billed for employee contributions while on unpaid leave except as described below in XII.B.
- B. Faculty and staff on approved FML or military leave will be billed for their employee contributions while on unpaid leave unless they choose to waive benefits by submitting a completed [Benefits Continuation while on Approved Family Medical Leave or Military Leave of Absence form](#) that indicates the benefits they wish to waive.

XIII. Retirement Service Credit for Unpaid Leave

- A. STRS members – A member of the State Teachers Retirement System of Ohio (STRS) may be allowed to contribute to the retirement system to obtain service credit for the leave period. Eligibility requirements, procedures, and terms and conditions are outlined on the [STRS Purchasing Service Credit website](#).
- B. OPERS members – A member of the Ohio Public Employees Retirement System (OPERS) may be allowed to contribute to the retirement system to obtain service credit for the period of leave. Eligibility requirements, procedures, and terms and conditions are outlined in [OPERS' Service Credit and Contributing Months booklet](#).
- C. Faculty and staff will be responsible for contacting the appropriate retirement entity to arrange for service credit during leave periods.

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### PROCEDURE

Issued: 10/01/1973

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- I. Medical Leave
  - A. Faculty and staff should request medical leave via Workday to their supervisor and Integrated Absence Management and Vocational Services (IAMVS).
  - B. Documentation from a health care provider stating the nature of the illness or injury may be required.
  - C. Faculty and staff are responsible for submitting, or ensuring the submission of, the appropriate time off and/or leave request associated with their medical leave.
  - D. Medical leaves are reviewed and approved by IAMVS in coordination with the unit. IAMVS will notify faculty or staff of the decision.
  - E. For approval or denial of unpaid leave that exceeds available FML balances, the unit must consult with HR Employee and Labor Relations and IAMVS.
    1. Approval of additional leave will be based on the employee's return-to-work date, ability to perform the essential functions of the job upon returning to work, operational needs of the unit, and any other relevant factors.
  - F. If approved pursuant to the disability separation guidelines outlined in the [University Rules for the Classified Civil Service, Chapter 73](#), classified civil service staff may apply for, or be placed on, disability separation.
- II. Personal Leave
  - A. Faculty and staff must request an unpaid personal leave in Workday and provide their supervisor with the rationale for the request. Unpaid personal leave will be considered based on academic or business needs of the unit.
  - B. Faculty and staff are responsible for submitting a time off and/or leave request.
- III. Other Unpaid Faculty Leave
  - A. Tenure initiating unit (TIU) heads and TIU staff must approve or deny unpaid leave requests and send approved requests to the college. Deans provide the next level of approval or denial for a request.
  - B. Deans must submit a letter of request to OAA, including complete information regarding the proposed leave, statement of duties vacated, how duties will be covered during the leave, and the faculty member's address during the leave.
  - C. The provost provides the final approval or denial decision.
  - D. The provost or designee must inform the dean of the decision.
  - E. Deans must inform the TIU head of the decision.
  - F. TIU heads must inform the faculty member of the decision. If the request was approved, TIU staff ensure the leave is accurately recorded in Workday as appropriate.
  - G. TIU heads and TIU staff must reserve funds for the position of the faculty member on leave.
- IV. Reductions of Exempt Employees' Pay
  - A. Under the principles of public accountability, an exempt employee's pay may be reduced, or an exempt employee may be placed on leave without pay, for absences due to personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by the employee because (1) accrued leave has been denied or (2) accrued leave has been exhausted by the employee.



Applies to: Faculty and staff

V. Compliance and Fraud

- A. Faculty and staff failing to comply with policies and procedures may be denied use of leave, and corrective action may be initiated.
- B. False representation in requests for leave and/or falsification of leave documentation will result in corrective action up to and including termination of employment.
- C. Use of unpaid leave for a reason other than the approved purpose may result in corrective action up to and including termination of employment.

**Responsibilities**

Position or Office	Responsibilities
Dean	<ol style="list-style-type: none"> <li>1. Approve or deny requests for faculty non-medical unpaid leave as set forth in the policy.</li> <li>2. If approved, submit letter of request to OAA as set forth in the policy.</li> <li>3. Inform TIU head of final decision.</li> </ol>
Employee and Labor Relations	Consult with applicable unit and IAMVS on approval or denial of unpaid leave that exceeds available FML balances.
Faculty and staff	Request leave and provide any required documentation as set forth in the policy.
Integrated Absence Management and Vocational Services (IAMVS)	<ol style="list-style-type: none"> <li>1. Approve or deny medical leaves in coordination with the unit as set forth in the policy.</li> <li>2. Notify faculty and staff of medical leave decisions.</li> <li>3. Consult with the unit and Employee and Labor Relations on approval or denial of unpaid medical leave that exceeds available FML balances.</li> </ol>
Provost or designee	<ol style="list-style-type: none"> <li>1. Provide final approval or denial of faculty requests for non-medical unpaid leave and inform deans of decisions.</li> <li>2. Extend faculty unpaid leave over one year in length as appropriate.</li> </ol>
TIU head and TIU staff	<ol style="list-style-type: none"> <li>1. Approve or deny unpaid non-medical leave requests and send approved requests to the dean.</li> <li>2. Inform faculty member of final decision and ensure leave is accurately recorded.</li> <li>3. Reserve funds for position of faculty member on leave.</li> </ol>
Unit	<ol style="list-style-type: none"> <li>1. Coordinate with IAMVS on medical leave requests.</li> <li>2. Approve or deny non-medical leave requests and inform the employee of the decision.</li> <li>3. Consult with Employee and Labor Relations and IAMVS on approval or denial of unpaid medical leave which exceeds available FML balances.</li> </ol>

**Resources**

Forms

Benefit Continuation During Approved Family Medical Leave (FML) or Military Leave of Absence Form, [hr.osu.edu/wp-content/uploads/form-benefit-continuation-unpaid-leave.pdf](http://hr.osu.edu/wp-content/uploads/form-benefit-continuation-unpaid-leave.pdf)

Governance Documents

Family and Medical Leave 6.05 policy, [hr.osu.edu/wp-content/uploads/policy605.pdf](http://hr.osu.edu/wp-content/uploads/policy605.pdf)

Faculty Professional Leave policy, [go.osu.edu/faculty-pro-leave-policy](http://go.osu.edu/faculty-pro-leave-policy)

Paid Time Off 6.27 policy, [hr.osu.edu/wp-content/uploads/policy627.pdf](http://hr.osu.edu/wp-content/uploads/policy627.pdf)

University Rules for Classified Civil Service, Chapter 73 – Unpaid Leaves, [hr.osu.edu/wp-content/uploads/ccs-rules-chapter73.pdf](http://hr.osu.edu/wp-content/uploads/ccs-rules-chapter73.pdf)



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### Additional Guidance

Benefits Eligibility Tool, [hr.osu.edu/benefits/eligibility](http://hr.osu.edu/benefits/eligibility)

Medical Certification of Health Care Provider for Employee’s Serious Health Condition (FML), [hr.osu.edu/wp-content/uploads/form-fml-employee-health.pdf](http://hr.osu.edu/wp-content/uploads/form-fml-employee-health.pdf)

Medical Certification of Health Care Provider for Family Member’s Serious Health Condition (FML), [hr.osu.edu/wp-content/uploads/form-fml-family-health.pdf](http://hr.osu.edu/wp-content/uploads/form-fml-family-health.pdf)

Ohio Public Employees Retirement System (OPERS), [opers.org](http://opers.org)

State Teachers Retirement System of Ohio (STRS), [strsoh.org](http://strsoh.org)

Unpaid Leave Frequently Asked Questions, [hr.osu.edu/wp-content/uploads/policy645-faq.pdf](http://hr.osu.edu/wp-content/uploads/policy645-faq.pdf)

### Contacts

Subject	Office	Telephone	E-mail/URL
Benefits	HR Connection	614-292-1050 800-678-6010	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Faculty leave	Office of Academic Affairs	614-292-5881	<a href="http://oaa.osu.edu">oaa.osu.edu</a>
Medical leave, short or long term disability, or workers’ compensation	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Policy questions	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Staff leave	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>

### History

Issued:	10/01/1973	Issued as Leaves of Absence
Revised:	10/01/1980	
Revised:	02/01/1983	
Deleted:	1993	Deleted in error when the Family and Medical Leave Policy 6.05 was issued in 1993
Revised:	10/01/1997	Reinstated as Unpaid Leave
Edited:	09/06/2002	
Revised:	06/01/2011	
Revised:	05/01/2013	
Edited:	04/15/2014	
Revised:	01/03/2021	Reflects material revision approved by President’s Cabinet and subsequent edit inserting HR Connection in the Contacts section
Revised:	08/18/2025	Minor revision