

Unpaid Leave, 6.45 Policy Revision

Summary of Changes Effective January 3, 2021

Summary of Substantive Changes

- Ensured alignment with the new absence business processes within the Workday configuration.

Individual Substantive Changes

Policy (Page 1)

- Revised policy statement to remain consistent with the Paid Time Off policy statement.
- Replaced the terms “appointment” with “position” (except with respect to “academic appointments”) to be consistent with Workday terminology.

Definitions (Page 1)

- Added a Definitions table, which includes the following definitions, “Holidays,” “Medical leave,” “Personal leave,” and “Unit.”

Policy Details (Pages 1-2)

- Added statement that leave requests or approvals do not halt disciplinary and employment action initiated prior to the commencement of leave. (Policy Details III, p. 1)
- Clarified that paid time off may run concurrently with medical leave and personal leave, and must be exhausted, prior to requesting unpaid leave. (Policy Details VIII, pp. 1)
- Clarified that medical leave will be granted in accordance with medical documentation, anticipated return to work date, a unit’s operational needs, and any legal or regulatory requirements. (Policy Details IX.A, p. 2)
- Retitled “Other Faculty Leaves” section to “Additional Faculty Specific Requirements,” to clarify that faculty specific requirements apply to all unpaid leave types, and deleted duplication of policy details already within the Faculty Professional Leave Policy. (Policy Details XI, p. 2)

Procedure (Pages 3-4)

- Added “Medical Leave” and “Personal Leave” sections. (Procedures I and II, p. 3)
- Retitled “Other Faculty Leave” section to “Other Unpaid Faculty Leave,” and revised language to reflect current faculty rules, practices, and policies. (Procedure IV, p. 3)
- Added “Reduction of Exempt Employees’ Pay” section to outline that 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. This language is consistent with federal law. (Procedure IV, p. 3)

Responsibilities (Page 5)

- No substantive changes



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HUMAN RESOURCES



Resources (Page 5)

- Lists all resources.

Contacts (Pages 5-6)

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