



## Ohio Administrative Code

### Rule 123:1-32-04 Notification for use of sick leave by employees of state colleges or universities.

Effective: November 18, 2012

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(A) Notification. An employee who is unable to report for work, and who is not on a previously approved day of vacation, sick leave, compensatory time, leave of absence, or other approved leave shall be responsible for notifying the employee's immediate supervisor or other individual designated by the appointing authority that he will be unable to report for work. The notification must be made within one-half hour after the time the employee is scheduled to report for work, unless emergency conditions prevent such notification. If operational needs of an appointing authority require a different notification time, the appointing authority may establish a reasonable notification time requirement. The appointing authority shall be responsible for informing all employees of the applicable notification policy.

(B) Notification for extended sick leave. In the case of a condition exceeding seven consecutive calendar days, a physician's statement specifying the employee's inability to report to work and the probable date of recovery shall be required.

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