



## Ohio Administrative Code Rule 3335-79-05 Uses of sick leave.

Effective: December 20, 2020

---

(A) Sick leave shall be granted to an employee upon approval of the appropriate administrative official and for the following reasons:

- (1) Illness or injury of the employee or a member of the employee's immediate or extended family;
- (2) Death of a member of the immediate or extended family member or non-extended or non-immediate family members. Sick leave usage limited to the following:
  - (a) Immediate family member, up to five working days or forty hours (one week) continuously or intermittently. Employees are eligible for an additional five working days or forty hours (one week) subject to approval based on operational needs);
  - (b) Extended family member, up to five working days or forty hours, continuously or intermittently;
  - (c) Non-immediate or non-extended family member, one day for funeral attendance (subject to departmental approval).
- (3) Medical, psychological, dental, or optical examination or treatment of employee or a member of the employee's immediate family;
- (4) If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee; or when through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others; or
- (5) Pregnancy and/or childbirth and related conditions.
- (6) Any other reason as documented in the university's policies.



(B) An employee who becomes eligible for workers' compensation payment for loss of time may choose to use sick leave before such payments are made. An employee who wishes not to use sick leave to cover such loss of time must request an unpaid leave.