



Ohio Administrative Code

Rule 3337-40-27 Personal leave for administrative employees.

Effective: July 7, 2016

The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/40-027.html>

(A) Overview

This policy allows eligible administrative employees to convert three sick leave days to personal leave days each fiscal year. These personal leave days would provide administrative employees time which could be utilized to conduct personal business or deal with family matters that may need to be carried out during regular working hours.

(B) Eligibility

(1) Full-time and part-time administrative employees who accrue sick leave.

(2) A full-time employee, or a part-time employee who is more than 0.5 FTE, must have accrued fifteen days of sick leave as of the beginning of the fiscal year to be eligible to convert sick leave to personal leave.

(3) A part-time employee (less than or equal to 0.5 FTE) must have accrued 7.5 days of sick leave as of the beginning of the fiscal year to be eligible to convert sick leave to personal leave.

(C) Process

(1) Each July first, full-time administrative employees, and part-time administrative employees who are more than 0.5 FTE, with a minimum of fifteen days accrued sick leave, and part-time administrative employees who are 0.5 FTE or less, with a minimum of 7.5 days accrued sick leave, will be eligible to use three days of personal leave.



(2) Employees who use personal leave time will use the online absence management system to report that use.

(3) Personal leave may be used in minimum units of one hour.

The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/40-027.html>