



## Ohio Administrative Code

### Rule 3358:17-11-01 Vacation, personal/emergency, and sick/bereavement leave.

Effective: [March 22, 2015](#)

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Leave cannot be used to extend an employee's date of retirement or resignation.

(A) Vacation leave.

(1) Employees classified as regularly scheduled part-time and instructional (contracted for a specific number of days during the academic year) will not accrue vacation.

(2) All positions classified as administrative will accrue vacation at the rate of 4.62 hours per pay period pro-rated based on the number of hours paid during the pay period through the completion of their fourth year of employment. Beginning with the fifth year of employment, vacation will be accrued at the rate of 6.15 hours per pay period pro-rated based on the number of hours paid during the pay period.

(3) All positions classified as support staff will accrue vacation at the rate of .0385 hours for each hour paid through the completion of their fourth year of employment. Beginning with the fifth year of employment, vacation will be accrued at the rate of .0578 hours for each hour paid. Overtime hours are excluded for the purpose of calculating vacation accruals.

(4) All use of vacation leave must be scheduled in advance and approved by the immediate supervisor. In deciding whether to approve use of vacation leave, the supervisor should consider if the employees use of vacation leave would interfere with the efficient operation of the college.

(5) Earned vacation may be utilized considering the following stipulations:

(a) An individual may not accumulate in excess of two full years' entitlement of earned vacation time.

(b) An individual may not use more than their annual entitlement of vacation time during any one



continuous period.

(c) An individual may not use vacation that has not yet been accrued.

(d) Prior approval of the president must be obtained for variations from these three guidelines.

(6) Years of employment for accruing vacation refer only to those years as an employee of Washington state community college.

(7) Payout of accrued, unused vacation upon termination of employment.

Upon an employees separation of service from the college, accrued unused vacation hours will be paid. The employees base salary only will be used in the computation of an hourly rate for purposes of vacation payout. Base salary does not include stipends, pay for extra assignments, overload earnings, or the value of fringe benefits.

(B) Personal/emergency leave.

Each fiscal year, personal leave is granted under the conditions in this paragraph. Thirty-two hours are granted to each fulltime employee. Regularly scheduled part-time employees are granted annual personal leave equal to eighty per cent of the hours they are normally scheduled to work per week (ex. avg. hrs worked per week is twenty - twenty times eighty per cent = sixteen hours annual leave) personal leave will be calculated on a prorated basis for employees that start after the beginning of the college's fiscal year.

(1) Use of personal leave must be scheduled in advance and approved by the employee's immediate supervisor.

(2) Leave is to be used for personal business which is not currently covered under the sick leave policy of the college.

(3) Personal leave does not carry over from one fiscal year to the next fiscal year; it must be used in the fiscal year it is earned. Employees cannot cash-in and/or will not be compensated for accrued,



unused personal leave.

(C) Sick/bereavement leave.

(1) Sick leave may be accumulated to a maximum of one thousand four hundred and forty hours by all full-time and regularly scheduled part-time employees.

(2) Accumulated sick leave earned through employment at other Ohio public colleges or universities, or through other Ohio public employment, may be transferred to the college and will be effective on the first day of employment, subject to the one thousand four hundred and forty hours maximum accumulation. An employee who transfers from one state or local Ohio public agency to another (Ohio public agency refers to governmental entities under the control of Ohio's state or local government), or who is reappointed or reinstated at the college, will be credited with the unused balance of accumulated sick leave--up to the one thousand four hundred and forty hours maximum and provided the time between separation and reappointment does not exceed ten years. Written proof of sick leave credits must be furnished to the college by the prior employer. The human resources office will maintain records of unused sick leave of former employees for a minimum of ten years after their last employment by the college; will restore the appropriate balance if the person is re-employed by the college; and will respond to requests for such records from other Ohio public agencies newly employing those people.

(3) Sick leave must be earned before being used.

(4) Full-time employees that are also exempt employees accrue sick leave at the rate of 4.62 hours per pay period pro-rated based on the number of hours paid during the pay period. Full-time nonexempt and regularly scheduled part-time employees accrue sick leave at the rate of .0578 hours for each hour paid. Overtime hours are excluded for the purpose of calculating sick leave accruals.

(5) An employee may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury/disability or death in the employee's immediate family.

Absence of more than three days for illness requires submission of a physicians note to be submitted



to human resources.

Employees are permitted up to three days of accrued sick leave for bereavement for a death in the immediate family. Additional days may be granted by the director of human resources in extenuating circumstances. Bereavement leave may be used more than one time per year. The immediate family is defined as spouse, child, mother, father, brother, sister, grandchild, aunt, uncle, niece, nephew, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent of either spouse, stepparent, stepchild, legal guardian or other person who stands in place of a parent, or other relatives living in the employee's household. If no sick leave or vacation leave is available, leave without pay must be scheduled at the time of need and approved by the immediate supervisor(s) and human resources.

(D) Pay-out of accrued, unused sick leave.

(1) Conversion and payment of unused sick leave at retirement.

An employee retiring with ten or more years of continuous service with the college may elect to be compensated for one-fourth the value of his or her accrued but unused sick leave, not to exceed pay for two hundred forty hours. Payment will be based upon the employee's base rate of pay at the time of disability or regular retirement, base salary does not include stipends, pay for extra assignments, overload earnings, or the value of fringe benefits. Such payment may be made only once to an employee and only to those employees who are on the active payroll of the college at the time of retirement. All eligible employees, at the time of filing their application for retirement, must indicate their desire to elect the sick leave conversion option. The two mutually exclusive options are:

(a) To be paid for one-fourth the value of his or her accrued but unused sick leave up to two hundred forty hours, or

(b) To carry forward the total sick leave balance for future anticipated state employment.

An appropriate statement documenting the election will be made available to the employee, and human resources will determine the amount of hours to be paid. Payment will be made in a lump sum and included in the employee's final pay (if the appropriate forms are received in human



resources soon enough otherwise, as soon as practicable after that). Payment will be subject to normal payroll deductions, excluding Ohio public employees retirement system contributions. The conversion option does not apply to any employee who resigns his or her position and elects to retire at some later date.

(2) Conversion and payment of unused sick leave upon death.

In the event of the death of an employee with ten or more years of continuous service with the college, one-fourth of the value of the employee's accrued but unused sick leave will be paid to the employee's survivors in accordance with section 2113.04 of the Revised Code, or to the employee's estate, not to exceed pay for two hundred forty hours. Payment will be based upon the employee's rate of pay at the time of death.