



## Ohio Administrative Code Rule 3358:5-3-16 Per diem pay adjustment.

Effective: [March 18, 2015](#)

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(A) When it is necessary to calculate the daily rate for an employee and make a pay deduction from an employee's base salary the following divisor shall be used:

(1) Regular full-time employees:

(a) Instructional faculty - one hundred seventy-six days

(b) Exempt staff - two hundred sixty days

(c) Non-exempt staff - two thousand eighty hours

(2) Regular part-time employees:

(a) Instructional faculty one hundred seventy-six days times FTE

(b) Exempt staff two hundred sixty days times FTE

(c) Non-exempt staff two thousand eighty hours times FTE

(B) When it is necessary to calculate vacation pay for resigning employees or to calculate vacation or severance pay for retiring employees, the following divisor shall be used:

(1) Regular full-time employees

(a) Instructional faculty - one hundred seventy-six days

(b) Exempt and non-exempt staff two hundred forty-eight days less the number of vacation days accrued annually



(2) Regular part-time employees

(a) Instructional faculty one hundred seventy-six days times FTE

(b) Exempt and non-exempt staff two hundred forty-eight days times FTE less the number of vacation days accrued annually

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