



Ohio Administrative Code

Rule 3361:30-31-04 Time off from work: policy for educational leave.

Effective: July 15, 2012

(A) The following rule applies to all employees except those employees covered by a collective bargaining agreement addressing this topic.

(B) Leave of absence without pay may be granted for a period of one year for purposes of education, training, or specialized experience which would be of benefit to the university by improving performance at any level. An extension of the leave may be granted for a period not to exceed one additional year.

(C) Subject to benefit plan restrictions, the university shall continue to contribute to its portion of the cost of applicable benefits for a period not to exceed twelve months while the employee is on an educational leave of absence without pay provided the employee makes his or her contributions.

(D) All rules regarding leave without pay, except duration, remain in effect during an educational leave without pay.
