



## Ohio Administrative Code

### Rule 3361:30-31-06 Time off from work: policy for enrollment in classes during working hours for all employees.

Effective: April 1, 2019

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The following rule applies to all employees, except those employees covered by a collective bargaining agreement.

(A) University staff employees may be permitted to enroll in academic courses during their scheduled working hours, with the approval of the administrative unit head, dean or vice president to whom they report.

(B) Time spent attending such courses shall be in addition to an employee's normal work week. For classified and unclassified non-exempt employees, an employee's normal work week is defined as forty hours for full-time employees.

(C) All individuals enrolled in courses during scheduled working hours are expected to fulfill their assigned responsibilities and obligations.

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