



Ohio Administrative Code

Rule 3361:30-31-12 Time off from work: policy for personal leave of absence without pay for employees.

Effective: April 3, 2019

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

(A) Eligibility and approval

(1) An eligible employee may be granted a personal leave of absence without pay, subject to approval by the employee's supervisor/manager/director.

(2) All accrued vacation time must be used before a personal leave of absence without pay may be approved.

(3) The request for personal leave of absence shall only be granted by the supervisor/manager/director when the interest of the employee and the university would best be served by the granting of this leave.

(B) Duration and requests

(1) Personal leave of absence without pay may be granted to an employee for any period of time not to exceed one year.

(2) All requests for personal leave without pay must be made in writing to the employee's supervisor/manager/director.

(C) Continuation of benefits

(1) An employee does not accrue sick leave (time) or vacation time during a personal leave of absence without pay.



(2) An employee shall not receive pay for holidays which fall within the period of the personal leave of absence without pay.

(3) The university shall not continue to contribute to health care, group life insurance or long term disability, if applicable, during the period an employee is on personal leave of absence without pay.

An employee receiving a personal leave of absence without pay must make arrangements with the human resources department in order to continue payments for applicable benefits during the period for which no salary is paid.

(D) Retirement plan contributions will be made pursuant to the rules and regulations of the applicable pension system or plan.

(E) Return to position

(1) Upon completion of a personal leave of absence without pay, the employee is to be returned to the position formerly occupied unless the position has been abolished.

(2) Any person appointed to the position while an employee is on personal leave of absence without pay is to be appointed on a temporary basis.

(3) If an employee fails to return to work at the expiration of an approved personal leave of absence without pay and is notified by certified mail of the failure to return at the appointed date, the employee is reported as "absent without authorized leave" and subject to disciplinary action up to and including termination of employment.

(F) In accordance with divisions (F)(1) and (F)(2) of section 124.14 of the Revised Code, this rule supersedes any portion of the Revised Code or Administrative Code covering the same subject matter, including but not limited to section 124.386 of the Revised Code.