



Ohio Administrative Code

Rule 3361:30-31-19 Time off from work: policy for accrual of sick time for unclassified employees.

Effective: April 25, 2018

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

- (A) Each full-time unclassified exempt employee shall be entitled to one and twenty-five-hundredths days of sick time per month in active pay status.
- (B) Each full-time unclassified non-exempt employee shall be entitled to four point sixty hours per eighty hours in active pay status.
- (C) Permanent part-time exempt employees accrue sick leave prorated on the percentage of their full time employment.
- (D) Permanent part-time non-exempt employees accrue sick leave prorated based on hours worked.
- (E) Sick time is not earned for any pay period an employee is on leave without pay.
- (F) An employee who transfers from employment with the state of Ohio or any political subdivision of the state of Ohio shall be credited with the unused balance of accumulated sick time, upon verification from the agency.
- (G) The previously accumulated sick time of an employee who has been separated from state service shall be credited to the employee upon reemployment in state service, provided that such reemployment takes place within ten years of the date on which the employee was last terminated from public service.
- (H) Unused sick time may accrue without limitation.
- (I) 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.
