



Ohio Administrative Code

Rule 3361:30-31-22 Time off from work: policy for notification by employee for use of sick leave/time.

Effective: January 29, 2018

The following rule applies to all employees, excluding faculty and librarians.

(A) When an employee is unable to report to work, the employee must notify his/her immediate supervisor, or other designated person not later than one-half hour following the time the employee is scheduled to report to work on the first day of absence and each day thereafter.

(B) When an employee's duties must be continuously performed (an operation which operates 24 hours a day, seven days a week, 365 days a year), the employee must notify the supervisor or other designated person no less than two hours before the time scheduled to report to work on the first day of absence and each day thereafter.

(C) In the case of an extended illness exceeding five consecutive workdays, the employee is required to report additional absences to the immediate supervisor or other designated person. The policy for notification is as follows:

(1) In cases where institutionalization or hospitalization is required, the employee shall be responsible for notifying the immediate supervisor, or other designated person, upon admission and upon discharge.

(2) In cases where convalescence is required at home, the employee must notify their immediate supervisor, or other designated person, upon start and upon termination of convalescent period.

(3) In all these instances of extended illness, refer also to rule 3361:30-31-23 of the Administrative Code, "Time off from work: requirements for medical certification for use of sick leave."

(D) Failure to notify the immediate supervisor within the specified time period shall result in absence without authorized leave.



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(E) Employees failing to comply with sick leave and or medical leave notification policy and procedure will not be paid.