

**3356-7-06 Leave of absence without pay, extended childcare, excluded professional/administrative staff.**

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventative health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. These procedures are designed to enable an excluded professional/administrative staff member to provide unpaid childcare leave in addition to the paid leave as delineated in rule 3356-7-14 of the Administrative Code (see university policy 3356-7-14 “Maternity/parental leave – paid leave, excluded professional/administrative staff.”)
- (C) Parameters.
- (1) “Childcare” is defined as pregnancy-related absences leading to, or care following, the birth of a child or adoption.
  - (2) An employee may request a leave of absence without pay for a period not to exceed six months for the purpose of childcare. The leave of absence without pay, extended childcare, shall run concurrently with all other paid and unpaid leave.
- (D) Procedures.
- (1) An employee requesting leave of absence without pay, extended childcare, must complete and forward to the office of human resources the “Request for Leave Form;” specifying the anticipated duration of the leave and appropriate medical documentation as needed. Whenever possible, the staff member should provide notification thirty days in advance of the need for leave.
  - (2) ~~Upon returning~~ In order to return to work, an employee shall provide a physician’s statement certifying that the employee is released to return to work.
  - (3) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an extended

childcare leave without pay. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.

- (4) If for some reason the employee is unable to return from his or her leave of absence without pay when said leave has been exhausted, the employee will be considered to be absent without authorized leave.
- (5) Employees covered by collective bargaining should refer to their respective labor agreements.

Effective: 1/18/2018

CERTIFIED ELECTRONICALLY

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Certification

01/08/2018

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Date

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