

3356-7-16 Unscheduled leave policy

- (A) Policy statement. As a comprehensive university with a resident student community, Youngstown state university (“university”) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B) Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C) Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D) Definitions.
- (1) “Unscheduled leave.” Leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual.
 - (2) “Essential function or service.” A function or service designated as indispensable to the continued and safe operation of the university. Essential functions and services include but are not limited to snow removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.
 - (3) “Essential employee.” An employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.
- (E) Parameters.

- (1) The use of unscheduled leave is only available when the president, or his/her designee, has invoked the unscheduled leave policy.
- (2) Essential personnel are required to report for work when unscheduled leave is declared, unless they are specifically notified not to report by their supervisor.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave preapproved; however, they are responsible for notifying their supervisor, or in the case of students, their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for an unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees' policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus, only certain buildings or areas of campus, for an entire day(s) or portion of a day(s).
- (7) This policy may be invoked when the university is operating in "classes cancelled" status.

(F) Procedures.

- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
- (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
- (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.

- (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university's [e-bulletin](#) for procedures regarding absence from class.

Effective: 12/31/2018

CERTIFIED ELECTRONICALLY

Certification

12/21/2018

Date

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