

3358:11-5-55 Leave program policy.

- (A) Owens community college provides leave time to respond to employee needs.
- (1) Vacation leave is provided to employees on twelve-month assignments, except for those employees in grant-funded positions where such leave is not provided.
 - (2) Sick leave benefits are provided to employees on schedules of twenty or more hours per week, excluding, among others, adjunct faculty.
 - (3) Personal leave is provided to non-exempt employees on schedules of twenty or more hours per week.
 - (4) Jury and other civil service duty leave is provided to employees who are summoned for jury duty or are subpoenaed to appear before a court or other legal body authorized to compel the attendance of witnesses, provided that the employee is not a party to the action.
 - (5) Leave without pay may be approved for an eligible employee who has an exceptional circumstance, such as childbirth or illness.
 - (6) Military leave, as prescribed by federal and/or state law, is provided to eligible employees. Refer to Owens community college rule 3358:11-5-47 of the Administrative Code (military leave).
 - (7) Family and/or medical leave, as prescribed by federal and/or state law, is provided to eligible employees. Refer to Owens community college rule 3358:11-5-44 of the Administrative Code (family and medical leave).
- (B) With respect to employees covered by a collective bargaining agreement, the college will comply with the provisions set forth in said agreement.
- (C) Implementation. The ~~vice president, human resources/administration~~ office of human resources will implement procedures and forms, which are consistent with the provisions of this rule and applicable law.

Effective: 12/23/2016

CERTIFIED ELECTRONICALLY

Certification

12/13/2016

Date

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