

3344-61-06 Leaves of absence with pay.

- (A) Vacation leave. Professional staff with full-time calendar year appointments shall earn vacation leave at the rate of 1.83 days per month of full-time service or a total of twenty-two workdays per year. Professional staff with full-time academic year appointments shall earn vacation on a pro-rated basis. Professional staff appointed at less than one-half time shall not earn vacation leave. Professional staff appointed to a part-time position of one-half time or more shall earn vacation leave on a prorated basis.
- (1) Vacation requests. Vacation leave shall be available to the employee to the extent earned provided that the employee's supervisor or unit head approves the dates for such leave in advance.
 - (2) Annual carryover limit. Staff members are expected to use accrued vacation leave periodically. Vacation leave accumulation may not exceed forty-four days at any time within a fiscal year. On June thirtieth of each year, no more than thirty days may be carried forward to the next fiscal year. The vice president for human resources development and labor relations may, in extenuating circumstances, grant an exemption to the carryover limitation upon the written request of the professional staff member and with support from the professional staff member's immediate supervisor.
 - (3) Payout upon termination. At termination of employment, payments for unused vacation leave to a maximum of twenty-two days shall be made.
 - (4) Reporting procedures. The university has established a time reporting procedure administered by the payroll office for the purpose of recording the use of vacation leave.
- (B) Holidays. The university recognizes the following ten days as paid holidays.

New Year's day
Martin Luther King day

Presidents' day
 Memorial day
 Independence day
 Labor day
 Columbus day
 Veterans' day
 Thanksgiving day
 Christmas day

- (1) Alternative scheduling. The administration may establish alternative days of observance for the following holidays.

Martin Luther King Day
 Presidents' Day
 Columbus Day
 Veterans' Day

- (2) Holiday payment for part-time employees. Part-time professional staff employees are entitled to holiday pay for that portion of the day they normally would have been scheduled to work if the university designates that day as a holiday.
- (3) Holiday payment for alternate work schedules. If a full-time professional staff employee's work schedule is other than Monday through Friday, the employee shall be entitled to holiday pay for holidays observed on a regular day off regardless of the day of the week on which they are observed.

- (C) Hours of work. Full-time professional staff members are employed by contract at an annual salary to carry out an assignment. The full-time job assignment normally requires forty hours per week, assigned according to the needs of the department and the job description. Salaried professional staff members may be expected or assigned to work more than forty hours in a given week if necessary to complete the responsibilities of the department. They are not eligible to receive overtime pay or compensatory time. However, for special circumstances the supervisor may allow for a temporary schedule adjustment.

- (D) Sick leave. Sick leave with pay is a benefit available during absence due to routine medical care, illness, injury, or death of a member of the immediate family, including a same-sex domestic partner or dependent of a same-sex domestic partner registered with the department of human resources development and labor relations according to the university's policy, or to cover a period of quarantine required by exposure to a contagious disease.
- (1) Bereavement leave. Up to five days of accumulated sick leave may be used for bereavement in the event of the death of a member of the immediate family including a same-sex domestic partner or dependent of a same-sex domestic partner registered with the department of human resources development and labor relations according to the university's policy.
- (2) Guidelines. The guidelines for normal availability and use of sick leave benefits are:
- (a) Accumulation. Sick leave credit shall accumulate at the rate of 1.25 days (ten hours) for each month of service, without limit, and including periods of vacation and sick and other paid leave. Staff on less than full-time appointments shall receive sick leave credits proportionate to the percent of time or hours worked.
- (b) Approval of sick leave requests. For planned absences, the staff member shall notify the appropriate supervisor and gain approval. For unplanned absences, sick leave may be taken with the approval of the department chairperson or supervisor, by notifying the office of the chairperson or supervisor as soon as practicable, presumably on the first day of absence. In the absence of such notification and approval, time may be charged to vacation leave or unauthorized absence with an appropriate pay adjustment. The university reserves the right to require proper evidence of illness in cases of prolonged or repeated absence.

- (c) Transfer of sick credit from other public or state employers. If a staff member transfers from one department of the university to another or from the university to another Ohio public agency, or from another state of Ohio agency to Cleveland state university, accumulated sick leave credits shall transfer, insofar as is allowed by law. The former employer of the staff member transferring credits from another state of Ohio agency or public employer shall furnish proof of sick leave credits to the university in writing.
- (d) Requests for unpaid absence. If the absence due to sickness extends beyond accumulated sick leave, the staff member may request vacation and/or leave without compensation.
- (e) Disability. If the disability due to sickness extends beyond three months, the staff member may apply for disability benefits.
- (f) Payout upon retirement or disability. Professional staff members who, at the time of disability retirement or service retirement, have ten or more years of service to the state of Ohio shall be compensated in an amount not to exceed one-fourth the value of accrued but unused sick leave credit up to two hundred forty hours based on their rate of compensation at the time of retirement.
- (g) Payout upon death. In the event of death, the university shall pay out one-fourth the value of accrued but unused sick leave credit up to two hundred forty hours based on the employee's rate of compensation at the time of death.
- (h) Maximum payout and cancellation of credit. Payment for sick leave under this policy eliminates all sick leave credit of the employee at the time of retirement, disability or death. Payment shall be

made only once to any employee. The maximum sick leave payout upon retirement, disability or death shall be two hundred forty hours.

- (3) Reporting procedures. The university shall be responsible for establishing a procedure for the recording of sick leave and reporting of sick leave use to the payroll office.
- (E) Annual military reserve duty. Professional staff members who participate in military reserve programs are entitled to leaves of absence for a period not to exceed thirty-one days per calendar year. Staff members may receive pay for no more than one hundred seventy-six hours of military reserve duty leave in a calendar year.
- (F) Court leave. Leave with pay is granted when a professional staff member is called for jury duty or is subpoenaed to testify as a witness before any court or governmental hearing body. Service as an expert witness shall be considered to be in the same category as consulting and shall be subject to the limitations, thereon, specified in rule 3344-61-10 of the Administrative Code.

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