

INSTRUCTIONS TO EMPLOYEE

(**Note:** Consult your applicable collective bargaining Agreement for further information concerning Leaves.)

SICK LEAVE. An employee who is unable to report to work must notify the immediate supervisor or other designated person within one-half hour after the scheduled reporting for work time on the first day of absence and each day thereafter unless emergency conditions make it impossible. For an employee in a department that operates 24 hours a day, 7 days a week, notification must be made two hours before the employee is scheduled to begin work. Doctor's certification may be required upon request of the Human Resources Department. Sick leave may be granted for the following reasons:

1. Illness/injury of employee or immediate family.
 2. Death of a member of the immediate family, not to exceed five (5) working days. A copy of the death certificate or obituary is not required.
 3. Medical, psychological, dental or optical examination or treatment of employee or employee's immediate family.
 4. Pregnancy and/or childbirth and related conditions.
- A limit of five days will be allowed for the care of the employee's wife and family during the post-natal period.
For instructions for applying for child care leave, see Section "Leave Without Pay"

DEFINITION OF IMMEDIATE FAMILY: Spouse, domestic partner (affidavit must be on file in Human Resources Department), child, mother, father, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, grandchild, grandparents, spouse's grandparents, legal guardian or other person who stands in place of a parent (loco parentis).

VACATION - May be granted upon approval of department head/supervisor. Submit form two (2) weeks prior to the beginning of the vacation period.

LEAVE WITHOUT PAY

1. Medical Related - Doctor's certification may be required upon request of the Human Resources Department.
 - a. Employee Medical (including pregnancy) - may be granted for a maximum of six (6) months; may substitute vacation with approval of department head/supervisor. If the same condition continues past expiration of the approved leave, request for extension will be considered if medical evidence indicates the employee is expected to be able to perform his/her duties no later than one year from the date last on the job.
 - b. Family Medical - may be granted to care for a child, spouse, domestic partner (affidavit must be on file in Human Resources Department), or parent with a serious health condition for a period not to exceed six (6) months.
2. Non-Medical Related
 - a. Personal Leave - may be granted for personal reasons; not to exceed six (6) months.
 - b. Child Care Leave - may be granted after birth or adoption of a child or arrival of foster child; not to exceed six (6) months.
 - c. Educational Leave - may be granted for a maximum period of two (2) years for purposes of education, training, or specialized experience which is related to the employee's position and if the University agrees it would be a benefit to both parties – or – up to six (6) months for education/training not related to employee's position. However, an employee who is directed by the University to engage in specified training or education as a condition of continued employment shall be maintained in a regular pay status for the period of such training.

LEGAL, MILITARY AND UNION LEAVE

1. Court or Jury Duty
 - a. With Pay - when an employee is subpoenaed for any court of jury duty (during normal working hours) by the United States, the State of Ohio, or a political subdivision. All compensation received in excess of \$15/day must be remitted to the Student Accounts & University Receivables Office. Copy of subpoena or court order and Student Accounts & University Receivables receipt must be attached.
 - b. Without Pay - for court appearances relating to personal matters. Employee may elect to use vacation.
2. Military Leave (includes Ohio National Guard, Ohio Defense Corp, Naval Militia or other reserve components of the armed forces of the United States)
 - a. With Pay - not to exceed 31 days per calendar year. A copy of the order or statement from the appropriate military commander must be attached.
 - b. Without Pay - may be granted for extended military leave (greater than 31 days). This leave will be considered a separation from service with reinstatement rights. Prior to returning, the employee must apply for reinstatement to the Executive Director of Human Resources within ninety days after receipt of an honorable discharge, certificate of service, or receipt of other evidence showing satisfactory completion of this period of service.
3. Union Leave - see provisions of the applicable *Agreement*.

COMPENSATORY TIME USED - may be granted upon approval of department head/supervisor.

SPECIAL NOTES

1. If you have an insufficient number of accrued sick leave or vacation hours, leave without pay must be requested to cover the balance of time you are absent from work.
2. Each completed form used to request sick leave must be signed and returned to your supervisor or department head within three (3) days of your return to work.
3. If your request is disapproved, you will be notified by the Human Resources Department.

INSTRUCTIONS TO SUPERVISOR AND DEPARTMENT HEAD

1. Before approving the form review the above qualifying conditions to determine if the employee is eligible for the requested leave.
2. Within one (1) calendar week of receipt of this form by an employee in your department, sign and submit the form to the Human Resources Department.
3. Any questions concerning leaves should be directed to the Human Resources Department, Extension 3474.