

**3356-7-13 Sick leave accrual, use and conversion, excluded professional/
administrative and excluded classified staff.**

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
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- (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 preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Professional/administrative and classified staff who are excluded from a bargaining unit earn fifteen days of sick leave per year. Said sick leave is accrued at the rate of five hours per semi-monthly pay period for excluded professional/administrative staff and 4.6 hours per biweekly pay period for excluded classified staff.
 - (2) Professional/administrative and classified staff who are excluded from a bargaining unit may utilize up to four days of accrued but unused sick leave per fiscal year for personal reasons not necessarily associated with an illness or injury to the employee or an immediate family member.
 - (3) Sick leave may be accumulated without limit provided the employee remains in an active pay status at the university.
 - (4) Sick leave may be utilized for personal illness, injury or exposure to a contagious disease which could be communicated to other

employees, and visits to, or treatments by, medical providers that cannot be scheduled outside the employee's normal work hours.

- (5) Sick leave may also be utilized for an illness in the employee's immediate family when the employee's presence is reasonably necessary for the health and welfare of the affected family member.
 - (6) Paid sick leave shall be used concurrently with Family and Medical Leave Act (FMLA) in accordance with rule 3356-7-05 of the Administrative Code. See university policy 3356-7-05, "Family and Medical Leave Act (FMLA)."
 - (7) As used in this policy, retirement refers to retirement under the provision of one of the Ohio public retirement systems at the time of separation and requested sick leave conversion. At the time of retirement, excluded professional/administrative staff that have completed ten or more years of active service or a combination of active university service, together with other state of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. After the employee accepts the payment, all remaining sick leave credit accrued will be eliminated. (Please see section 21.5 of the association of classified employees agreement regarding sick leave for excluded classified employees.)
 - (8) A retired employee who returns to university service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
 - (9) Sick leave conversion does not apply to any separation other than retirement.
 - (10) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures. Employees utilizing sick leave should notify their immediate supervisor as soon as possible regarding the necessity to utilize sick leave. To the extent such is possible, sick leave used for personal reasons is to be

scheduled in advance. The university's electronic process should be followed for the reporting and approval of leave. For procedures related to extended sick leave, refer to rule 3356-7-05 of the Administrative Code and/or university policy 3356-7-05, "Family and Medical Leave Act (FMLA)."