

**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 office of human resources will implement procedures and forms, which are consistent with the provisions of this rule and applicable law.

**3358:11-5-55**

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Effective date: 12/23/2016

Patricia M. Jezak  
Certification

12/13/2016  
Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	2/13/2016